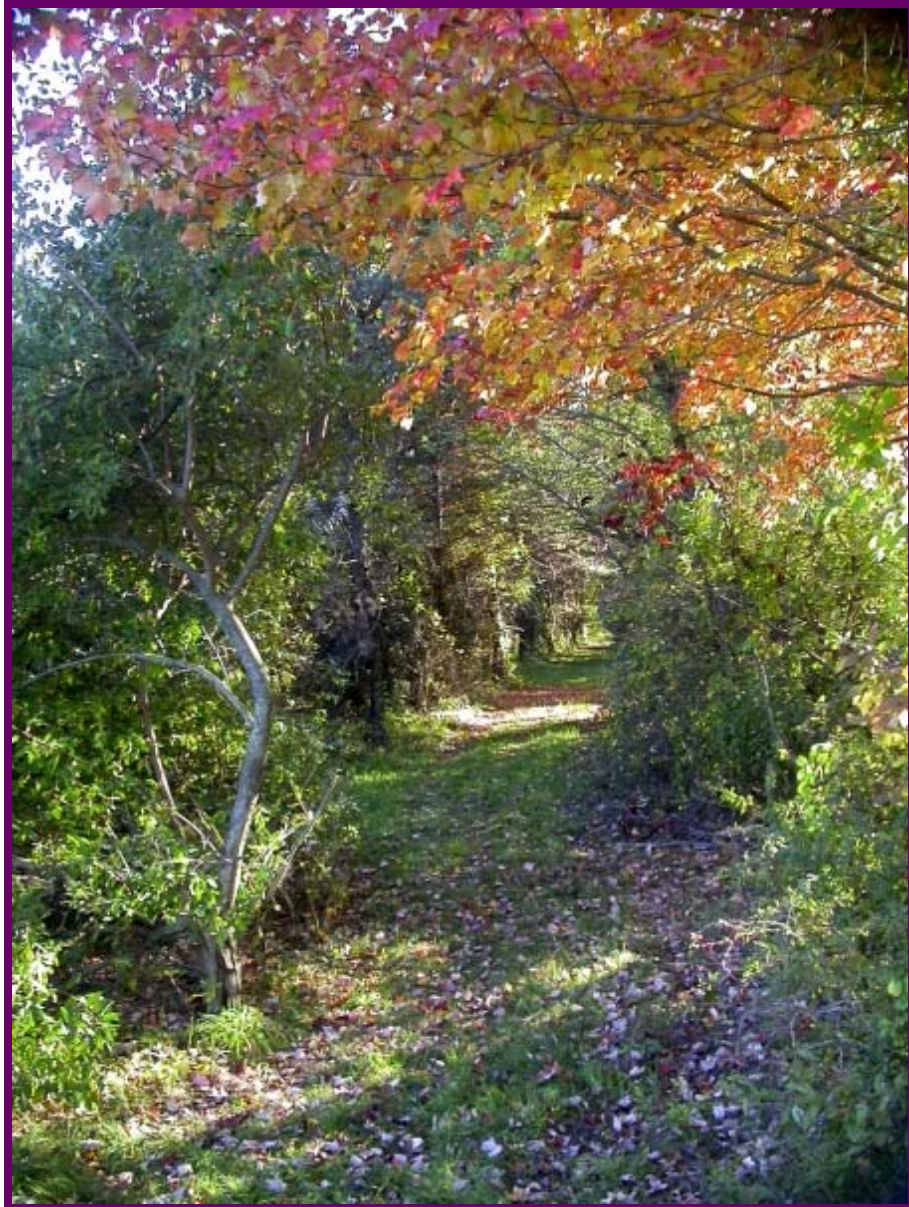


TOWN OF BOXBOROUGH 2009 ANNUAL TOWN REPORT



Town of Boxborough Annual Report

for the Year Ending December 31, 2009

**Annual Town Meeting
Monday, May 10, 2010
Blanchard Memorial School
7:00 p.m.**

**Town Election
Monday, May 17, 2010
Town Hall
7:00 a.m. – 8:00 p.m.**

A special thanks

to

Cisco Systems

for the publication

of this report

Cover photograph,

A Tranquil Walk at Steele Farm,

by Bruce Hager, Chair

of the Steele Farm Advisory Committee

IN MEMORIAM

Elaine Garabedian

1934-2009

Council on Aging

Library Board of Trustees

Town Center Visioning Committee

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BOXBOROUGH FACTS AND FIGURES

INCORPORATED:	February 25, 1783
POPULATION:	5,365
AREA:	10.39 Square Miles
FORM OF GOVERNMENT:	Open Town Meeting – Board of Selectmen
VOTERS:	3,374
CENSUS TRACT:	3,881
TAX RATE:	\$16.53 (FY10) \$14.84 (FY09) \$14.14 (FY08)
SCHOOLS:	Blanchard Memorial School (K – 6) Acton-Boxborough Regional Junior and Senior High Schools Minuteman Regional High School, Lexington
HOSPITALS:	Emerson Hospital, Concord Nashoba Community Hospital, Ayer UMass Memorial – Marlborough Hospital, Marlborough
POST OFFICE: (Contract Station)	1233 Massachusetts Avenue (within Boxborough Liquors and Convenience Store)
UTILITIES:	Cable Service – Comcast and Verizon Electrical Service – Littleton Light Department and Hudson Light and Power Department, the latter serving a portion of southeastern area of Boxborough Natural Gas Service – Keyspan The town does not provide water or sewerage
TRANSPORTATION:	Commuter rail service is available in South Acton and Littleton MART van available through Council on Aging for seniors age 60 and older, or any resident with disabilities
PUBLIC SAFETY:	Police Department Fire Department Ambulance Emergency Medical Technicians Public Safety Dispatch Center

FEDERAL OFFICIALS

President of the United States

Barack H. Obama
The White House
1600 Pennsylvania Avenue, N.W.
Washington, D.C. 20500

Tel: 202-456-1414
Fax: 202-456-2461
president@whitehouse.gov

United States Senators

Scott Brown
2400 JFK Building, 55 New Sudbury Street
Boston, MA 02203
Tel: 617-565-3170
Fax 617-723-7324, or
317 Russell Senate Office Building
Washington, D.C. 20510
Tel: 202-224-4543
Fax: 202-228-2646
comments@scottbrown.senate.gov

John F. Kerry
One Bowdoin Square, 10th Floor
Boston, MA 02114
Tel: 617-565-8519
Fax: 617-248-3870, or
218 Russell Senate Office Building, 2nd Floor
Washington, D.C. 20510
Tel: 202-224-2742
Fax: 202-224-8525
johnkerry@kerry.senate.gov

Representative in Congress

Niki Tsongas
Lowell District Office
11 Kearney Square, Lowell, MA 01852
Tel: 978-459-0101
Fax: 978-459-1907
askniki@mail.house.gov

Niki Tsongas
U.S. House of Representatives
1607 Longworth House Office Building
Washington, D.C. 20515
Tel: 202-225-3411
Fax: 202-226-0771

OFFICIALS OF THE COMMONWEALTH

Governor
Lt. Governor
Secretary
Treasurer
Auditor
Attorney General

Deval Patrick
Tim Murray
William Francis Galvin
Timothy P. Cahill
A. Joseph DeNucci
Martha Coakley

Senator, Middlesex & Worcester District

James B. Eldridge
State House Room 213-A
Boston, MA 02133
Tel: 617-722-1120
Fax: 617-722-1089
James.Eldridge@state.ma.us

Representative in General Court, 37th Middlesex Dist.

Jennifer E. Benson
State House, Room 130
Boston, MA 02133
Tel: 617-722-2130
Fax: 617-626-0882
Rep.JenniferBenson@hou.state.ma.us

ELECTED TOWN OFFICIALS

Moderator

John Fallon (2010)

Town Clerk

Elizabeth Markiewicz (2010)

Board of Selectmen

Rebecca R. Neville, Chair (2012)

Francis J. Powers, Clerk (2010)

Leslie R. Fox (2011)

James J. Gorman (2009)

Raid Suleiman (2011)

Arden Veley (2012)*

Board of Health

Also Mosquito Advisory Committee

Marie C. Cannon, Chair (2011)

Bryan Lynch (2010)

Franklin D. Roth, DDS (2012)

Michael P. Willis, Jr. (2009)

Collector of Taxes

Mary P. Shemowat (2010)

Commissioner of Trust Funds

The Selectmen

Constables

David L. Birt (2010)

Richard Golden (2010)

Library Board of Trustees

Janet Glidden, Chair (2011)

Sandra Haber, Vice Chair (2010)

Janet Tyndall, Secretary (2011)

Robert McNeece, Treasurer (2010)

Mary Brolin (2012)

Jennifer Campbell (2012)

Elaine Garabedian (2009)

Planning Board

Karen Metheny, Chair (2011)

Nancy Fillmore, Clerk (2011)

John Markiewicz (2010)

Owen Neville (2012)

Cliff Stockley (2010)

Appointed by Board of Selectmen and Planning Board

David Kembel, Associate (2009)

Boxborough School Committee

Maria Neyland, Chair (2011)

Scott Lukas, Vice Chair (2010)

Mary Brolin, Clerk (2012)

Brigid Bieber, (2012)

Bruce Sabot (2010)

AB Regional School Committee (Boxborough Members)

Brigid Bieber (2012)

Maria Neyland (2011)

Bruce Sabot (2010)

APPOINTMENTS MADE BY SELECTMEN

Town Administrator, Chief Procurement Officer & ADA Compliance Officer

Selina S. Shaw (2013)

Accountant

Michael Guzzo (2010)

Assessor

Will Naser (2009)*

Duane Adams (2010)**

Building Inspector and Code Administration Officer

John Field (2010)

Town Planner

Elizabeth Hughes (2010)

Treasurer

Margaret Dennehy (2010)

A/B Cultural Council

Francis Anderton (2012)

Pat Myers (2009)

Marion Powers (2012)

Mitzi Weil (2011)

Pascale White (2010)

* Resigned

** Appointed to fill vacancy

Agricultural Commission

Kathie Becker, Chair (2011)
Bryon Clemence (2011)
Chris DeLise (2012)
Owen Neville (2010)
John Neyland (2010)
Niki Veley (2009)

Airport Study Committee

Anne Canfield, Chair (2012)
Matt Kosakowski (2010)
William Litant (2011)
Michael O'Leary (2011)*

Animal Control Officer

Donald C. Morse (2010)

Board of Appeals

Tom Gorman, Chair (2010)
Christian Habersaat (2012)
Kristin Hilberg (2011)
Michael Toups (2011)
Lonnie Weil (2010)
Karen Warner, Alternate (2010)

Board of Registrars

Elizabeth Markiewicz, Chair (2010)
Nancy Brown (2011)
Virginia Richardson (2010)
Sara Wagg (2012)
Mary Cobleigh (Temporary, 2010)

Boxborough Information Technology Committee

Jay Bhatia, Chair (2010)
Guillermo Chang (2012)
Tim Lundy (2011)
Jamie Rogers (2011)
Christopher Russo (2010)
Eric Wong (2012)
Derek Wylie (2010)

Boxborough Affordable Housing Trust

Les Fox (2011)
Jeff Glidden (2009)
Kristin Hilberg (2011)
R. Allen Murphy (2010)
Karim Raad (2010)
Channing Wagg (2011)

Boxborough Housing Board

R. Allen (Al) Murphy, Chair (2011)
Diane Friedman (2010)
Jeff Handler (2010)
Joan Meyer (2012)
Ron Vogel (2010)
Channing Wagg (2012)
Dave Koonce, ex-officio
Les Fox, ex-officio

Cemetery Commission

John Flannery, Chair (2012)
Donald C. Morse (2010)
William Sutcliffe (2011)

Cemetery Superintendent

Donald C. Morse (2010)

Conservation Commission

Dennis Reip, Chair (2012)
Rick Williamson, Vice-Chair (2012)
David Follet (2011)
Charlene Golden (2011)
David Koonce (2011)
Diane Torres (2010)

Appointed by ConsComm

Norm Hanover, Associate Member
Elizabeth Markiewicz, Associate Member

Council on Aging

Karen Smolin, Chair (2010)
Peter Alling (2011)*
Sonali Bhatia (2012)
David Birt (2010)
Susan Frederickson (2011)**
Betsey Krusen (2012)
Frank Sibley (2012)
Barbara Wheeler (2010)

Dog Officer

Phyllis Tower (2010)

Election Warden

Dave Birt (2010)
Richard Golden (2010)

* Resigned

** Appointed to fill vacancy

Energy Committee

Francie Nolde, Chair (2010)
Jay Barnes (2012)
Becky Busby (2012)
K.C. Donovan (2011)
Kirsten Holmes (2011)

Field Driver

Phyllis Tower (2010)

FIRE DEPARTMENT

**Fire Chief, Fire Warden, Emergency
Management Director, Right-to-Know
Coordinator, Roy Custance
Scholarship Administrator**
Geoffrey B. Neagle (2010)

Fire Department Officers (Full-time)

Shawn Gray, Lieutenant (2010)
Randolph T. White, Lieutenant (2010)

Firefighter/EMT, Full-time (2010)

Benn Carpenter
Jonathon Williams

Fire Department Officers, Per-diem (2010)

Michael Kidd, Deputy Chief
James DeVogel, Lieutenant

Firefighter/EMT Per-Diem (2010)

Matthew Allen
Eoin Bohnert
Richard Bottner
Erik Byam
Mathew Callahan
Robert R. DaCosta
Edmond Daigneault
Andrew Dufresne
Justin Geneau
Brendan Hurley
David Jordan
Scott Krug
Christopher MacMillan
Jason Malinowski
Michael McGovern
Patrick McLaughlin
Adam A. Nichols
William Noke
Michael O'Donnell
Thomas E. Sherr

Firefighter/EMT Per-Diem, cont.

Robert F. Sokolowski
Robert T. Stemple
Kristian Sullivan

Call Firefighter (2010)

Juan Barrios
Nicholas Costanzo
Brendan Lyons
George M. Robinson
Lawrence Roche
Taylor Soberg

Historical Commission

Alan Rohwer, Chair (2012)
Astrid (Chalupa) Perko (2010)*
Mary Larson (2010)
Scott Robinson (2010)
Shirley Warren (2012)

Inspector of Animals

*Nominated by BoH, appointed by
Commonwealth of Massachusetts*
Donald C. Morse (2010)

Inspector of Gas & Plumbing

Gary Corey (2010)
Norman Card, Jr., Assistant (2010)

Inspector of Wires

Thomas A. Argento, Jr. (2010)
Charles Weeks, Assistant (2010)

Personnel Board

Richard Golden, Chair (2010)
Anne Canfield (2012)
Pat Flanagan (2012)

POLICE DEPARTMENT**Police Chief**

Richard G. Vance, Jr. (2010)

Police Officers (2010)

Nicholas A. DiMauro, Sergeant
Warren B. Ryder, Sergeant
Nathan Bowolick, Patrol Officer
Patrick S. Colburn, Patrol Officer
Jeffrey C. Landgren, Patrol Officer
Benjamin M. Lavine, Patrol Officer
Warren J. O'Brien, Patrol Officer

* Resigned

** Appointed to fill vacancy

Police Officers, cont.

Brett A. Pelley, Patrol Officer
Robert R. Romilly, Jr., Detective

Police Department, Dept. Assistant

Andrea Veros

Special Police Officers (2010)

Richard B. Bottner
Gordon N. Clark
John P. Corbett
Steven P. Duffy
Patrick Mortimer
Michelle L. Turner

Lock-Up Attendants (2010)

Phyllis Tower
Richard Tower
Amy Waxman
Gary Whitaker

Public Safety Dispatch Officers (2010)***Appointed by Fire Chief***

Richard B. Bottner
David Byler
Elaine M. Delorme
Patrick E. Mortimer
Brenda Santucci
Michelle L. Turner

Public Celebration

Owen Neville, Chair (2011)
Trena Minudri, Clerk (2012)
Frances Anderton (2009)
Kim Bowers (2009)
Sharon Garde (2010)
Matt Kosakowski (2011)
Lori Lotterman (2012)
Laura Rakauskas (2009)

Public Works Director, Tree Warden & Moth Superintendent

Tom Garmon (2010)

Steele Farm Advisory Committee

Bruce Hager, Chair (2010)
Arden Veley, Secretary (2009)
Judi Resnick (2011)
John Schoenfeld (2009)
Eric Tornstrom (2011)
Edward Whitcomb (2012)

Town Counsel

Kopelman & Paige (2010)

Veterans' Agent

Donald C. Morse (2010)
Michael Guzzo, Assistant (2010)

BOS AD HOC COMMITTEES**Police Chief Re-Structuring Committee (2009)**

Jay Bhatia
James Gorman
Donna Madden
Frank Powers
Raid Suleiman
Jini Vockel
John Fallon, ex-officio
Selina Shaw, ex-officio

Social Services Committee (2009/10)

Mary Brolin
Marie Cannon
Bruce Davidson
Betsey Krusen
Kate Smyers
Channing Wagg
Frank Powers, BOS liaison

Deer Population Control Committee (2009/10)

Kathie Becker
Chris DeLise
David Follett
Norman Hanover
David Kembel
Alex Kerin
Bryan Lynch
John Schoenfeld
Arden Veley

* Resigned

** Appointed to fill vacancy

APPOINTMENTS MADE BY MODERATOR

Finance Committee

Jim Ham, Chair (2012)
Karim Raad, Vice Chair (2011)
Gary Kushner, Secretary (2012)
Susan Bak (2010)**
William F. Burke (2012)
William J. Burke, Jr. (2011)
Tracey Driscoll (2009)
Neal Hesler (2010)
Kasia Lundy (2010)*
Joseph Niro (2011)
Keshava Srivastava (2010)

Recreation Commission

Susan Reuther, Secretary (2012)
Victor Tremblay, Treasurer (2011)
Kevin Lehner (2010)
Lisa McElroy (2010)*
Christopher Noble (2012)
William Sisk (2012)
Robert Zurek (2011)

Minuteman Regional School

Donna M. Corey (2009)
Cheryl Mahoney (2012)

APPOINTMENTS MADE BY LIBRARY BOARD OF TRUSTEES

Maureen Strapko, Director

APPOINTMENTS MADE BY BOARD OF HEALTH

Emergency Reserve Corps

Brad Hardie, Chair (2010)
Loretta Crowley, Secretary (2010)
Swan Anderson (2010)
Mary Cobleigh (2010)
Barbara Kemp (2010)
Melissa Northrup (2010)
Laura Russell (2010)

Water Resources Committee

Marie Cannon, Chair (2011)
Bryon Clemence (2012)
Anne Gardulski (2012)
Bryan Lynch (2010)
Frank Roth (2012)
Raid Suleiman (2011)

TOWN OF BOXBOROUGH EMPLOYEES NOT OTHERWISE MENTIONED

Public Works Department

Scott Doughty, Foreman
Juan Barrios
Jeffery L. Brown
Lawrence Roche
Robert Sokolowski
Gillis Soucy
James Casella, part time
Edmond Daigneault, part time
Vicki Franz, Dept. Assistant, part time
Stephen Trefry, part-time

Town Hall

Laura Arsenault, COA Coordinator
Mary Cobleigh, Dept. Assistant
Claire Kuipers, Secretary, part time
Cheryl Mahoney, Dept. Assistant
Marcia McNeil, COA Van Dispatcher
Mary Nadwairski, Dept. Assistant, part time
Debbie Walsh, Secretary, part time
Colleen Whitcomb, Dept. Assist., part time

Library

Ruth Hamilton, Sr. Library Assistant
Claudia Murphy, Library Assistant
Joanne Parker, Technical Services Librarian
Marion Powers, Sr. Library Assistant*

Judy Reiter, Technical Services Librarian
Ramika Shah, Technical Services Librarian
Kathleen Taffel, Sr. Library Assistant
Heather Wilkinson, Youth Serv. Librarian

* Resigned

** Appointed to fill vacancy

BOARD OF SELECTMEN

January 2009 started with an Emergency Preparedness forum in response to the ice storm in December 2008. Many ideas came out of that meeting including approval at Town Meeting in May to purchase a new generator for the police station and the partnering of Littleton Electric and Boxborough Public Safety to adopt CodeRED, a high speed emergency notification system for residents. In January, the Board of Selectmen (BOS) also appointed Tom Garmon as the Department of Public Works Director.

During 2009, a tanker truck and fire engine for the Fire Department were received and put into service, as were a bucket truck and dump truck for the DPW. In 2008, Town Meeting had authorized these purchases for the Fire Department and DPW to replace aging and failing equipment.

Much of the winter was spent reviewing budgets with our department heads and appointed boards and commissions. We also generated a list of potential warrant articles for Annual Town Meeting. In February, the selectmen approved the charter and appointed members to the Town of Boxborough's Energy Committee. The BOS also approved a policy for the operation and use of the Town's Government Access Channel. We thank the Boxborough Information Technology Committee (BITcom) for their hard work in drafting the policy.

Along with working on the budgets and town meeting articles, the selectmen spent a good deal of time negotiating contracts with our firefighters, police officers, and dispatchers. All three contracts were successfully negotiated for three years in May.

Annual Town Meeting completed its business in two nights. The budget for FY 2010 was approved as were many revisions in the Personnel Plan. The Town voted to buy new lawn mowers for the DPW and bullet proof vests for the Police Department. A citizens' petition for speed tables did not receive the Town's endorsement.

With the town election, we said good-bye to selectman Jim Gorman, who had served one term on the Board of Selectmen and 9 years on the Finance Committee. Arden Velez was elected to fill the vacancy left by Jim. Regrettably, in November, Arden found it necessary to resign from the Board for personal reasons. We thank him for his service.

The BOS appointed three ad hoc committees in May. The Social Services Committee was appointed to identify the social services available in Boxborough and determine if there were any unmet needs. The Deer Population Control Committee was charged to examine options to control the deer population and their associated costs. These two committees were appointed until the end of 2009. As we move towards May's Annual Town Meeting, we will continue to discuss which of the recommendations to forward to the Town for approval. The third committee, the Police Chief Re-Structuring Committee was charged with evaluating a number of different models for replacing Police Chief Vance, who will be retiring in February, and providing a recommendation to the BOS for moving the process forward. The Committee recommended continuing with a *strong chief* model and exploring over the next few years the options of regionalized police services or a public safety director. With the Committee's work complete, the search for Chief Vance's replacement will be conducted in early 2010. We thank all the ad hoc committees for the time and energy that they devoted to these important matters.

The BOS was happy to appoint Duane Adams as Assessor to fill the vacancy left by Will Naser's resignation. We thank Will for his service to the Town.

During the summer, the BOS met several times with the Steele Farm Advisory Committee to review the details of the conservation/historical preservation restriction that would be brought forward at a special

town meeting in November. The Board also spent time reviewing and updating the portions of the Master Plan for which we are responsible.

Working with the Planning Board and Town Planner, the BOS sought approval at the November Special Town Meeting to take Reed Farm Road, Blanchard Road, Inches Brook Road, Nashoba Road, and Benjamin Drive by eminent domain. These takings would allow the Town to receive Chapter 90 funding in the future to repair and maintain the roads.

The November Special Town Meeting authorized the BOS to fully develop, finalize and execute the proposed conservation/historical preservation restriction for Steele Farm, take the above-mentioned roads, and accept an increase to the local options occupancy tax.

As 2009 wound down, we started focusing on the FY 2011 budget and May's Town Meeting. Another challenging year lies ahead of us.

In closing, we would like to thank all those who volunteer and work for the Town. You are what make Boxborough great!

Submitted by:
Becky Neville, Chair

PERSONNEL BOARD

The Personnel Board serves the town in an advisory role by assisting the Board of Selectmen and the Town Administrator. The board has finished editing the Personnel Plan to make it conform to the present administrative structure and the changes were approved by Annual Town Meeting. Work continues on the Personnel Handbook.

There are openings for two additional members on the Board. If you are interested, please contact the Town Administrator.

Respectfully submitted
Richard Golden, Chair

TOWN COUNSEL

During 2009, Town Counsel provided significant legal services to the Town, including the rendering of numerous legal opinions, approving contracts as to form, attending Town Meetings, and meeting with the Board of Selectmen and various other Town boards. There are currently three active litigation cases involving the Town.

The most significant legal services provided to the Town in 2009 continue to be advising the Board of Selectmen and the Conservation Commission regarding pending wetland matters. Several issues have arisen regarding the applicability of the Town's Wetlands Bylaw to activity at the Minute Man Air Field.

Town Counsel has been advising the Board of Selectmen, the Town Administrator, and the School Committee with respect to ongoing employment and labor issues.

We extend our appreciation to the Board of Selectmen for its confidence in retaining this firm. We also appreciate the assistance and cooperation we have received on all matters from the Board of Selectmen, Town Meeting, the Town Administrator, the department heads, and the boards and committees with whom we have worked. We look forward to working with the members of the Town government in the future.

Respectfully submitted,
Kopelman and Paige, P.C.

Litigation Status Report **Matters Pending with Town Counsel**

Craig H. Buxton v. Boxborough Conservation Commission
Middlesex Superior Court, C.A. No. MICV2008-03121

This is a certiorari action brought by plaintiff which alleges that the Boxborough Conservation Commission's June 23, 2008 decision to issue an Order of Conditions to the plaintiff was arbitrary and capricious because the Order of Conditions included conditions concerning portions of his property that were not involved in the activities proposed in the Notice of Intent. The Court ruled that the Commission exceeded its authority and remanded the case back to the Commission for the issuance of an Order of Conditions in conformance with the Court's decision. Since the decision was issued, the Commission and the plaintiff have been negotiating a settlement agreement which would address some of the major concerns the Commission addressed in the Order of Conditions which the Court struck from the Order. The negotiations are on-going.

Minute Man Air Field, Inc. v. Town of Boxborough, et al.
Land Court, Misc. No. 212208

This is an action seeking judicial review of the Conservation Commission's order of conditions under the local wetlands bylaw on the plaintiff's vegetation management plan, and also for breach of contract relating to a prior settlement agreement between the Town and plaintiff regarding the vegetation management plan. The Superior Court ruled in favor of the Commission and the plaintiff appealed. On December 10, 2009, the Appeals Court heard oral argument of the plaintiff's appeal of the Superior Court's decision. The Appeals Court currently has the matter under advisement.

Boxborough Police Officers Union and Town of Boxborough
(Quinn Bill Benefits Grievance) AAA# 11 390 02068 09

This case involves the arbitration of a grievance that was filed by the police union over the Town's reduction in the amount of officers' education incentive (Quinn Bill) payments. The reductions were made after the Town was notified by the Commonwealth that it would be significantly reducing the amount that it would be reimbursing the Town for such payments in FY 2010. The Union filed a grievance over the reductions which grievance was denied by the Town during the underlying steps of the grievance procedure. A hearing on the matter is currently scheduled to take place before an Arbitrator on May 11, 2010.

TOWN ASSESSOR

General Scope and Function

The Office of the Town Assessor is a value-based department. The Assessor is responsible primarily for determining the full and fair cash value of all real and personal property within the municipality.

Other duties of the Assessor include: administer motor vehicle excise tax, compile and submit the annual Tax Rate Recapitulation to the Department of Revenue, abate/exempt/ or defer taxes, defend established values on abatement applications at Appellate Tax Board hearings, and oversee the Town's overlay reserve account (an account established to fund abatements, exemptions, and unpaid taxes for the respective fiscal year).

The intention of the tax law is for taxpayers to pay an equitable share of the tax burden in proportion to the value of their property or asset. This is known as *ad valorem* tax, or "according to value" tax. It is important to note that Assessors do not raise or lower taxes, nor do they set the rate of taxation (tax rate).

Fiscal Year 2010 – Town Valuation & Tax Rate Summary

The total amount to be raised through taxation (tax levy) is calculated after all other sources of revenue and total expenses for the Town are known. The levy for FY 2010 was \$15,890,797. Listed below is the percentage of the tax levy by property classification:

CLASSIFICATION	VALUATION	TAX DOLLARS	LEVY PERCENT
CLASS 1 – Residential	722,063,119	\$11,935,703	75.11%
CLASS 2 – Open Space	0	0	0.00%
CLASS 3 – Commercial	81,176,198	\$1,341,842	8.44%
CLASS 4 – Industrial	138,354,394	\$2,286,998	14.39%
CLASS 5 – Personal Property	19,737,030	\$326,253	2.05%
TOTAL	961,330,741	\$15,890,797	100.00%

Summary

The real estate market in Boxborough saw a decrease in assessed values for FY 2010. Residential values had an overall decrease of 7.9%, while commercial and industrial values decreased 7.1%. Residential sales volume was down for a third straight year. A public hearing was held on November 23, 2009 in which the Board of Selectman chose to tax all classes of property at the same rate, also known as a single rate.

Property values, tax assessment maps, and FAQs relating to various functions of the assessing department can be found on the town website (www.town.boxborough.ma.us) Please feel free to call, email, or visit the Assessors Office if you have any questions regarding your property value or the assessment process in general.

I would like to thank the Board of Selectmen, Town Administrator, all other members of the town government, and Debbie Walsh, Assessing Clerk, for their support this year.

Respectfully submitted,
Duane Adams

TOWN ACCOUNTANT

To the Honorable Board of Selectmen of Boxborough:

Submitted herewith is the annual report covering the financial transactions for the Town of Boxborough for the year ended June 30, 2009. This report includes:

- Combined Balance Sheet
- Schedule of Revenues, Expenditures, Change in Fund Balance – Budget and Actual
- Combined Statement of Revenues, Expenditures and Changes in Fund Balances

Respectfully submitted,
Michael Guzzo

**GOVERNMENTAL FUNDS
COMBINED BALANCE SHEET**

**JUNE 30, 2009
(Audited)**

	General	Capital Projects	Affordable Housing Trust	Non - Major Government Funds	Total Governmental Funds
ASSETS					
Cash and short-term investments	\$ 1,633,516	\$ 647,468	\$ 1,292,433	\$ 1,976,501	\$ 5,549,918
Receivables, net of uncollectibles					
Real estate and personal property taxes	171,327	-	-	-	171,327
Tax liens and foreclosures	243,111	-	-	-	243,111
Motor Vehicle Excise Taxes	54,769	-	-	-	54,769
Intergovernmental	2,556,825	-	-	507,204	3,064,029
	-	-	-	-	-
TOTAL ASSETS	\$ 4,659,548	\$ 647,468	\$ 1,292,433	\$ 2,483,705	\$ 9,083,154
LIABILITIES AND FUND BALANCES					
LIABILITIES					
Warrants Payable	112,121	-	-	8,655	120,776
Accrued Payroll	53,553	-	-	1,696	55,249
Tax Refunds Payable	64,000	-	-	-	64,000
Deferred revenues	2,977,874	-	-	507,204	3,485,078
Other Liabilities	99	-	-	71,664	71,763
Notes payable	-	1,060,000	-	-	1,060,000
TOTAL LIABILITIES	\$ 3,207,647	\$ 1,060,000	\$ -	\$ 589,219	\$ 4,856,866
FUND BALANCES					
Reserved for:					
Encumbrances and continuing appropriations	\$ 92,682	\$ -	\$ -	\$ -	\$ 92,682
Stabilization	-	-	-	775,731	775,731
Court settlement	-	-	-	-	-
Perpetual permanent funds	-	-	-	83,405	83,405
Unreserved:					
Designated for subsequent years' expenditures	6,800	-	-	-	6,800
Undesignated, reported in:					
General Fund	1,352,419	-	-	-	1,352,419
Special revenue funds	-	-	1,292,433	973,738	2,266,171
Capital projects fund	-	(412,532)	-	-	(412,532)
Permanet funds	-	-	-	61,612	61,612
TOTAL FUND BALANCES	\$ 1,451,901	\$ (412,532)	\$ 1,292,433	\$ 1,894,486	\$ 4,226,288
TOTAL LIABILITIES AND FUND BALANCES	\$ 4,659,548	\$ 647,468	\$ 1,292,433	\$ 2,483,705	\$ 9,083,154

GENERAL FUND
SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE - BUDGET AND ACTUAL

FISCAL YEAR ENDED JUNE 30, 2009
(Audited)

	Amounts Carried forward From Prior Year	Current Year Initial Budget Projects	Original Budget	Final Budget	Actual Budgetary Amounts	Amounts Carried Forward To Next Year	Variance Over/(Under)
REVENUES							
Real estate and personal property taxes,	\$ -	\$ 15,208,960	\$ 15,208,960	\$ 15,208,960	\$ 15,298,531	\$ -	\$ 89,571
net of tax refunds	-	-	-	-	-	-	-
Tax and trash liens	-	-	-	-	-	-	-
Motor vehicle and other excise taxes	-	770,000	770,000	770,000	757,148	-	(12,852)
Payments in lieu of Taxes	-	62,000	62,000	62,000	65,078	-	3,078
Intergovernmental	-	2,045,216	2,045,216	2,045,216	1,866,575	-	(178,641)
Departmental and other	-	550,000	550,000	550,000	669,549	-	119,549
Investment Income	-	80,000	80,000	80,000	53,937	-	(26,063)
Miscellaneous	-	-	-	-	-	-	-
TOTAL REVENUES	\$ -	\$ 18,716,176	\$ 18,716,176	\$ 18,716,176	\$ 18,710,818	\$ -	\$ (5,358)
EXPENDITURES							
Current:							
General government	\$ 17,342	\$ 1,065,788	1,083,130	\$ 1,023,674	\$ 849,194	\$ 25,512	\$ (148,968)
Public safety	2,785	2,189,594	2,192,379	2,192,379	2,132,334	3,850	(56,195)
Education	129,493	11,305,743	11,435,236	11,435,236	11,281,020	6,765	(147,451)
Public works	537	878,429	878,966	878,966	895,086	10,905	(30,515)
Human services	35	89,810	89,845	90,095	89,089	-	(1,006)
Culture and recreation	315	332,430	332,745	334,411	329,466	1,715	(3,230)
Pension benefits	-	408,903	408,903	408,903	408,903	-	-
Property and liability insurance	-	97,000	97,000	97,000	91,674	-	(5,326)
Employee benefits	3,648	1,301,395	1,305,043	1,305,043	1,194,020	19,645	(91,378)
State and County Charges	-	61,418	61,418	61,418	61,852	-	434
Other	-	-	-	-	-	-	-
Debt service:	-	-	-	-	-	-	-
Principal	-	723,000	723,000	723,000	723,000	-	-
Interest	-	634,109	634,109	634,109	609,818	24,290	(1)
TOTAL EXPENDITURES	\$ 154,155	\$ 19,087,619	\$ 19,241,774	\$ 19,241,774	\$ 18,665,456	\$ 92,682	\$ (483,636)
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES	(154,155)	(371,443)	(525,598)	(525,598)	45,362	(92,682)	478,278
OTHER FINANCING SOURCES (USES):							
Proceeds from bonds and notes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Proceed from refunding bonds	-	-	-	-	-	-	-
Premium from issuance of bonds	-	-	-	-	-	-	-
Bond issuance costs	-	-	-	-	-	-	-
Payments to refunded bond escrow agent	-	-	-	-	-	-	-
Sale of capital assets	-	-	-	-	-	-	-
Operating transfers in	-	-	-	-	-	-	-
Operating transfers out	-	-	-	-	-	-	-
TOTAL OTHER FINANCING SOURCES (USES)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
NET CHANGES IN FUND BALANCE	\$ (154,155)	\$ (371,443)	\$ (525,598)	\$ (525,598)	\$ 45,362	\$ (92,682)	\$ 478,278
BUDGETARY FUND BALANCE , Beginning of year	1,422,381	1,422,381	\$ 1,422,381	\$ 1,422,381	1,422,381		
BUDGETARY FUND BALANCE , End of Year	\$ 1,268,226	\$ 1,050,938	\$ 896,783	\$ 896,783	\$ 1,467,743		

GOVERNMENTAL FUNDS
COMBINED STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES

FISCAL YEAR ENDED JUNE 30, 2009
(Audited)

	General	Affordable Housing Trust	State Fiscal Stabilization Fund	Capital Projects	Nonmajor Governmental Funds	Total Governmental Funds
REVENUES						
Real estate and personal property taxes, net of tax refunds	15,344,953	-		\$ -	\$ -	\$ 15,344,953
Motor vehicle and other excise taxes	757,148	-		-	-	757,148
Intergovernmental	2,288,575	-	146,690	-	563,650	2,998,915
Departmental and other	669,549	163,101	-	-	678,415	1,511,065
Payments in lieu of taxes	65,078	-	-	-	-	65,078
Contributions	-	-	-	-	5,095	5,095
Investment Income	53,937	-	-	-	33,240	87,177
Miscellaneous	-	-	-	-	-	-
TOTAL REVENUES	\$ 19,179,240	\$ 163,101	\$ 146,690	\$ -	\$ 1,280,400	\$ 20,769,431
EXPENDITURES						
Current:						
General government	\$ 849,194	\$ 29,928	\$ -	\$ 15,961	\$ 39,556	\$ 934,639
Public safety	2,132,334	-	-	341,332	205,464	2,679,130
Education	11,281,020	-	146,690	20,717	869,869	12,318,296
Public works	895,086	-	-	250,873	2,143	1,148,102
Human services	89,089	-	-	-	42,096	131,185
Culture and recreation	329,466	-	-	1,539	21,215	352,220
Pension benefits	830,903	-	-	-	-	830,903
Property and liability insurance	91,674	-	-	-	-	91,674
Employee benefits	1,194,020	-	-	-	-	1,194,020
Other	61,852	-	-	-	-	61,852
Debt service:	-	-	-	-	-	-
Principal	723,000	-	-	-	-	723,000
Interest	609,818	-	-	-	-	609,818
TOTAL EXPENDITURES	\$ 19,087,456	\$ 29,928	\$ 146,690	\$ 630,422	\$ 1,180,343	\$ 21,074,839
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES	91,784	133,173	-	(630,422)	100,057	(305,408)
OTHER FINANCING SOURCES (USES):						
Operating transfers in	-	-	-	36,000	-	36,000
Operating transfers out	-	-	-	-	(36,000)	(36,000)
TOTAL OTHER FINANCING SOURCES (USES)	\$ -	\$ -	\$ -	\$ 36,000	\$ (36,000)	\$ -
NET CHANGES IN FUND BALANCES	\$ 91,784	\$ 133,173	\$ -	\$ (594,422)	\$ 64,057	\$ (305,408)
FUND BALANCES AT BEGINNING OF YEAR	1,360,117	1,159,260	-	181,890	1,830,429	4,531,696
FUND BALANCES AT END OF YEAR	\$ 1,451,901	\$ 1,292,433	\$ -	\$ (412,532)	\$ 1,894,486	\$ 4,226,288

TAX COLLECTOR FISCAL YEAR 2009

REAL ESTATE TAX

FISCAL YEAR	UNCOLLECTED AS OF 7/1/08	TAX TITLE			REFUNDS	OUTSTANDING AS OF 6/30/09
		COMMITMENTS	EXEMPTIONS ABATEMENTS	COLLECTIONS		
2009	-	\$ 15,126,088.42	\$ 90,111.12	\$ 14,941,886.18	\$ 12,439.84	\$ 106,530.96
2009 SUPP	-	\$ 9,108.93		\$ 9,108.93		\$ -
2008	87,853.87	-	-	\$ 69,894.48	-	\$ 17,959.39
2007	\$ 4,077.00	-	-	\$ 4,077.00	-	-
2003	\$ 2,055.10	-	-	\$ 2,055.10	-	-
	\$ 93,985.97	\$ 15,135,197.35	\$ 90,111.12	\$ 15,027,021.69	\$ 12,439.84	\$ 124,490.35

PERSONAL PROPERTY TAX

FISCAL YEAR	UNCOLLECTED AS OF 7/1/08	COMMITMENTS	ABATEMENTS	COLLECTIONS	REFUNDS	OUTSTANDING AS OF 6/30/09
2009	-	\$ 272,464.86	-	\$ 271,128.32	\$ 1,251.10	\$ 2,587.64
2008	\$ 2,040.82	-	-	\$ 2,040.82	-	-
2007	\$ 82.10	-	-	\$ 82.10	-	-
	\$ 2,122.92	\$ 272,464.86		\$ 273,251.24	\$ 1,251.10	\$ 2,587.64

MOTOR VEHICLE EXCISE TAX

FISCAL YEAR	UNCOLLECTED AS OF 7/1/08	COMMITMENTS	ABATEMENTS	COLLECTIONS	REFUNDS	OUTSTANDING AS OF 6/30/09
2009	-	\$ 546,233.38	\$ 7,305.92	\$ 517,527.15	\$ 3,225.78	\$ 24,626.10
2008	\$ 27,674.63	\$ 78,148.87	\$ 6,439.06	\$ 91,707.53	\$ 5,226.11	\$ 12,903.02
2007	\$ 9,282.55	\$ 9,042.09	\$ 377.91	\$ 10,798.48	\$ 216.25	\$ 7,364.50
2006	\$ 5,482.17	-	\$ 75.83	\$ 254.38	\$ 75.83	\$ 5,227.79
2005	\$ 4,006.39	-	-	\$ 280.00	-	\$ 3,726.39
2004	\$ 4,261.69	-	-	\$ 291.25	-	\$ 3,970.44
2003	\$ 3,991.70	-	-	\$ 41.04	-	\$ 3,950.66
	\$ 54,699.13	\$ 633,424.34	\$ 14,198.72	\$ 620,899.83	\$ 8,743.97	\$ 61,768.90

ADDITIONAL REVENUES COLLECTED DURING FY 2009

INTEREST	\$ 21,954.52
MUNICIPAL LIEN CERTIFICATES	\$ 7,425.00
DUPLICATE TAX BILL CHARGES	\$ 1,540.00
DEMAND FEES	\$ 10,740.00
DEPUTY FEES	\$ 9,774.00
REGISTRY CLEAR FEES (MVE)	\$ 2,660.00
TRANSFER STATION STICKER FEES	\$ 134,347.50
TOTAL	\$ 188,441.02

RESPECTFULLY SUBMITTED,
MARY P. SHEMOWAT, CMMC
TAX COLLECTOR

**TOWN TREASURER
FY 2009 Receipts**

<u>Account Name</u>	<u>Balance</u>	<u>Account Name</u>	<u>Balance</u>
Other Taxes-Hotel Room Occup.	144,659.00	Interest - Property Taxes	19,302.68
Miscellaneous Permits	50.00	Interest - Excise Taxes	3,634.07
State Owned Land	3,062.00	Payment in Lieu of Taxes	64,322.31
Abatements to Veterans	7,599.00	In Lieu of Taxes - Condo 36F	756.32
Abatements to Elderly	1,753.99	Duplicate Tax Bill Fees	1,581.00
Police Career Incentive	37,918.25	Municipal Lien Certificates	7,425.00
Lottery	283,353.00	M.V.E. Clear Fees	2,660.00
Charter School Assessment Reimburs.	324.00	Sale of Copies Etc.-Town Clerk	402.61
Miscellaneous Revenue	26,694.80	Town Clerk Fees	2,481.46
Fuel Assistance Program	15.00	Dog Control Fines	120.00
Transfer Station Fees – FY 2009	134,247.50	Dog License Fees	6,421.10
Cell Tower Rental Fee	32,068.80	License for Auctioneers Raffles	35.00
Town Hall - Rental Fees	725.00	Cons. Comm. - Wetland By Law Fee	4,696.32
Annual Licenses	11,477.00	Planning Board Fees	1,700.00
Transient Vendors Licenses	2,645.00	Board of Appeals Fees	4,823.48
Miscellaneous Licenses and Permits	225.00	Sale Proceeds - Condo 36F	59,925.00
Sale of Copies, etc.-Assessor	1,065.00	Police Department Misc. Fees	229.00
Bad Check Fees	22.50	Firearm Permit Fees	737.50
Earnings on Investments	53,936.83	Court Fines	10,999.47
Personal Property - 2007	82.10	CMVI Fines	29,977.50
Personal Property - 2008	2,040.82	Parking Fines	51.00
Personal Property - 2009	269,877.22	Police Outside Detail - Admin. Fee	5,060.16
Real Estate - 2003	2,055.10	Police Dept. - 94C Fines	100.00
Real Estate - 2007	4,077.00	Fire Dept. - Misc. Fees	3,570.00
Real Estate - 2008	69,894.48	Fire Dept. - Ambulance Receipts	174,989.94
Real Estate - 2009	14,929,396.04	Sale of Copies, etc.- Bldg. Dept.	172.00
Real estate Supplemental Tax - 2009	9,108.93	Building Admin. Use Fees	2,268.16
Motor Vehicle Excise - 1981	2.00	Building Permits	78,055.65
Motor Vehicle Excise - 1982	17.50	Other Permits - Bldg.	4,528.70
Motor Vehicle Excise - 1983	8.75	School Aid CH70	1,248,173.00
Motor Vehicle Excise - 1989	28.75	School Construction CH645	284,092.00
Motor Vehicle Excise - 1999	110.00	Highway- Muncip. Recyl. Incent. Prog.	300.00
Motor Vehicle Excise - 2000	113.75	Cemetery Dept. Fees	3,000.00
Motor Vehicle Excise - 2001	51.25	Board of Health Permits	750.00
Motor Vehicle Excise - 2003	41.04	Elderly Affairs Revenue - Non Grant	25.00
Motor Vehicle Excise - 2004	291.25	Recreation Comm. Fees	31,855.00
Motor Vehicle Excise - 2005	280.00	Mosquito Control Projects	(23,880.00)
Motor Vehicle Excise - 2006	178.55	Air Pollution Control Projects	(1,744.00)
Motor Vehicle Excise - 2007	10,582.23	MAPC	(1,487.00)
Motor Vehicle Excise - 2008	86,481.42	RMV Non-Renewal Charge	(2,580.00)
Motor Vehicle Excise - 2009	514,301.37	MBTA	(22,261.00)
Demand Fees	10,735.00	Boston Metro Transit District	(9,900.00)

Student Activities - Interest Revenue	62.03	Insurance Proceeds Fire - Revenue	1,484.96
Student Activities - Revenue	36,358.68	MAPC Drill Reimbursement	2,830.86
School Choice Revenue - FY2009	204,850.00	Blanchard Educational Gift Fd.	205.00
School Lunch Sales	80,454.31	COA Special Events - Revenue	3,650.00
Federal School Lunch Program	12,144.74	Library Gift Fund Interest - Rotary	8.47
State School Lunch Program	2,475.80	Library Copy Machine Gift Fund	793.00
Extended School Services - Revenue	205,314.49	Library Gift /Collect Dev Fund Interest	546.98
Full Day Kindergarten Prog - Revenue	14,000.00	Verizon License - Revenue	216.50
SPED 94-192 Grant - FY2009	94,268.00	Comcast License - Revenue	605.00
Title IIA Teacher Qual Grant - FY2009	10,441.00	AT and T Comcast Operations - Revenue	42,550.43
Title I Reading Program - FY2009	33,820.00	Verizon PEG Access Grant - Revenue	16,417.75
SPED Early Childhood - FY2009	4,425.75	Educ Circuit Breaker Revenue - FY2009	111,329.00
Title IID Enhanced Thru Tech -FY2009	503.00	Sale of Cemetery Lots	1,200.00
Title IV Safe DrugFree School - FY2009	1,595.00	Transfer from AFT - Condo 36F	1,500.00
SPED Program Improvement - FY2009	2,500.00	Transfer from AFT - Stow Road Study	10,000.00
Fire MDU Grant - FY2009	3,000.00	Transfer from AFT - Sudbury Housing Tr	2,000.00
FEMA AFG Grant - FY2008	42,853.00	BAN Proceeds - ATM08 Tanker Truck	361,000.00
Community Policing - FY2009	8,609.84	BAN Proceeds - ATM08 Pumper	457,000.00
Click it or Ticket Grant - FY2008	4,474.70	Ban Proceeds - Bucket Truck	116,000.00
Click it or Ticket Grant - FY2009	747.64	Ban Proceeds - 6W Dump Truck	126,000.00
Police 911 Grant - FY2009	10,161.00	Trans from Stab-ART11 ATM08 Cap Improv	36,000.00
Library Technology Capital Fund	21,104.55	Planning Board - Cricket Hollow	501.50
Library Grant - Collection Dev.	2,708.00	Planning Board - High Quality Landscape	1,200.00
Fire Equipment Grant - FY2009	3,897.00	Planning Board - Codman Hill Trade Shops	950.00
MHOA Grant Revenue - FY2008	2,000.00	ZBA Stonewall Estates - Legal	5,543.63
Elder Affairs Grant - FY2009	3,300.00	ZBA - Stonewall Estates Consulting	1,010.00
ABCC Grant - Revenue	8,869.00	ZBA Stonewall Estates - Fin. Consultant	175.63
ABCC Interest	279.30	Roy Custance EMT Trust-Non Expend	75.00
Federal ARRA Grant - Revenue	146,690.00	Grace M. Priest Trust - Non Expend	2,000.00
Dog License Revolving	248.90	Cemetery Perpetual Care Trust - Non Exp.	1,200.00
Dog License Revolving - Fines	1,283.48	Peter F. Whitcomb Fd. Interest	1,132.80
ConservComm - State WPA Fee Fund	2,160.00	Hammonds Scholarship Fd. Interest	851.81
ConservComm - Town Bylaw Fee Fund	1,203.18	Conservation Fd. Interest	741.62
Police Outside Detail Revenue - FY2008	6,822.40	Law Enforcement Trust Fund	1,820.00
Police Outside Detail Revenue - FY2009	66,711.47	Roy F. Custance EMT Fd. Interest	66.57
Police Dept. Pistol Permits	2,187.50	Grace M. Priest Mem. Fd. Interest	437.74
Plumbing Gas Insp. Permit Fees	7,249.50	Cemetery Perpetual Care Fd. Interest	2,280.85
Electrical Insp. Permits Revolving	31,035.74	War Memorial Fd. Interest	39.13
Integrated School System Revolving	20,900.00	Valerios Lby Fd. Interest	40.25
Library Fines Revolving	5,616.21	Reita I. Bean Lby Fd. Interest	404.25
GIS Assessor Maps	480.00	Henry H. Brooks Lby Interest	119.16
COA Senior Van	26,067.65	A.W. Wetherbee Lby Interest	4.07
Transfer Station Fees - FY2010	88,950.00	Siemens Lby Fd. Interest	405.99
Quasquibicentennial Gift Fund	40.00	Boxborough Afford. Housing Trust - Int.	23,244.63
Assessor Insurance Reimbursement	1,156.13	Revenue - Sale of Condo 112	139,856.60
Trail Guides - Revenue	400.00	Stabilization Interest	27,224.78

GEO TMS Fees - Revenue	4,278.45	DPW Guaranteed Deposits - Interest	155.33
Deputy Collector Fees	9,774.00	DPW Guaranteed Deposits	259.27
Hazmat Fire Outside Detail	9,656.33		
Fire Department - Public Education	240.00		
School Meals Tax	281.69		
Planning Board Guaranteed Dep - Interest	609.23		
			<hr/>
			21,401,301.90

TOWN TREASURER TRUST FUND REPORT - FISCAL YEAR 2009

Reita Bean Library Book Fund

This fund was established in memory of the late librarian, Reita I. Bean. The sum of \$10,130 was given to the Town by her family and friends. The interest earned in FY 2009 was \$404. There were no expenditures from the fund this year. The balance at fiscal year's end was \$11,918.

Henry H. Brooks Library Fund

The sum of \$3,000 was left to the Town by Mr. Henry F. Brooks. The interest earned on the investment of these funds can be expended for certain Library purposes. The interest earned in FY 2009 was \$119, and the fund balance at year-end was \$3,394.

Cemetery Perpetual Care Fund

The Cemetery Perpetual Care Fund balance on June 30, 2009 was \$66,232. Interest earned on the fund in FY 2009 was \$2,281. The total nonexpendable portion of the Fund at fiscal year's end is \$40,100.

Conservation Fund

Interest earned on this fund in FY 2009 was \$742. There were no expenditures made from the fund during the year, leaving a Fund Balance at year-end of \$21,859.

Roy F. Custance E.M.T. Fund

\$75 was added to this fund in FY 2009. Interest earnings are to be used to fund the purchase of a medical book needed for a deserving graduating high school student from Boxborough who will be pursuing a medical career. Excess interest earnings are to accumulate for expenses related to the improving and updating the ambulance. Interest earned on this fund in FY 2009 was \$67. No expenditures were made from the fund during the year leaving a fund balance of \$2,041. \$1,075 of these funds is nonexpendable.

John R. & Elsie G. Hammond Scholarship Fund

The sum of \$20,000 was given to set up this trust by John & Elsie Hammond. The interest income from the fund will be used towards an annual award to a resident of Boxborough who is a deserving graduating high school senior. The interest earned on this fund in FY 2009 was \$852. The fund balance at fiscal year end was \$24,326 of which \$20,000 is nonexpendable.

Law Enforcement Trust Fund

This fund has been in existence since August, 1986. Funds have been added to it over the years through state funding and other sources. The fund is prohibited by law from earning interest. The balance of the Fund at fiscal year end was \$2,373. MGL Chapter 94C, Section 47 governs this fund and proceeds are to be used by the Police Department in investigating the unlawful manufacturing, dispensing or distributing of controlled substances.

Grace M. Priest Memorial Fund

The sum of \$1,120.27 was left to the Town by the family of Grace M. Priest. Subsequent donations by her family increased the nonexpendable portion of the fund to \$12,000. Interest earned may be spent equally on cemetery and library expenses. Interest earned in FY 2009 was \$438. The Fund balance at end of FY 2009 was \$14,231.

Siemen's Library Fund

The sum of \$10,000 was a gift to the Library, and interest earned in FY 2009 was \$406. Interest may be expended for the purchase of art-related books and materials. No expenditures were made from the fund this year. The fund balance at year-end was \$11,969.

Stabilization Fund

Interest earned on the Stabilization Fund during FY 2009 totaled \$27,225. The Stabilization Fund balance at end of FY 2009 was \$775,731. Expenditures from the Fund require a 2/3 approval of Town Meeting and may not be for wage and salary expenses. Expenditures of \$36,000 were appropriated in FY 2009 to provide funding for article 11 at May 2008's Annual Town Meeting.

Elisabeth Oliver Valerio & Manual C. Valerio Fund

The sum of \$1,000 was given to the Town. Interest earned on the fund may be used to purchase books, and/or musical recordings on the subject of music, art, painting, sculpture, drawing or any closely related subject. Musical recordings shall be those performed by either the Boston Symphony or the Boston Pops Orchestras. Interest earned in FY 2009 was \$40. No expenditures were made this year. The fund balance at year-end was \$1,187.

War Memorial Fund

The sum of \$600 was left to the Town with the provision that interest income would be used to care for the War Memorial. The interest earned in FY 2009 was \$39, and the fund balance at the end of the fiscal year was \$1,154.

A. Winslow Wetherbee Fund

The sum of \$100 was left by Mr. Wetherbee and interest earned may be spent on Library uses. Interest earned in FY 2009 was \$4. No expenditures were made from the fund this year. The fund balance at year end was \$120.

Peter F. Whitcomb Fund

\$5,000 was given for Highway uses. Interest in FY 2009 totaled \$1,133. The fund balance at the end of the year was \$33,396.

FINANCE COMMITTEE

Boxborough's Finance Committee is comprised of nine members appointed by the Moderator for individual three-year terms. We are tasked by town bylaw with the responsibility to consider "all matters of business included within the articles of any warrant for Town Meetings" and "shall after due consideration report thereon in print its recommendation as to each article." We are responsible for initiating and managing the Town's budget process. This process of formulating the budget for a fiscal year beginning on July 1 typically begins the previous December, and culminates in the presentation of the Finance Committee recommendation for the operating budget under Article 5 at the Annual Town Meeting (ATM) in May. Finally, the Finance Committee is dedicated to informing the voters of the key financial and operating issues within town government so as to develop informed debate at town meetings and in other forums.

At the end of calendar year 2009 the Finance Committee consisted of Neal Hesler (2010); Keshava Srivastava (2010); Susan Bak (2010); William J. Burke Jr. (2011); Joe Niro (2011); Karim Raad, Vice-Chairman (2011); William F. Burke (2012); Jim Ham, Chairman (2012); and Gary Kushner, Secretary (2012).

The fiscal year 2009 ended on June 30, 2009. Over the course of the year the Finance Committee approved \$75,864.32 in reserve fund transfers out of an appropriated budget of \$185,000 or 41% of the budgeted amount. These reserve fund transfers are proposed by department heads, approved by the appropriate elected officials, and finally either approved or not approved by the Finance Committee. Reserve fund transfers are used to offset unexpected expenses, accidents, emergencies or other mishaps. Some of the larger reserve fund transfers in the first six months of CY 2009 (last six months of FY 2009) included snow and ice removal, legal services for the town, treasurer tax title/foreclosure, recreation commission hourly salary, and election commission hourly wages. There have been no reserve fund transfers in the last six months of CY 2009 (first six months of FY 2010).

Throughout FY 2009, the Finance Committee engaged in numerous activities that directly or indirectly affect the financial stability of the town. Some of the key events, points of interest, or issues that the Finance Committee was engaged in during FY 2009 are documented below:

- Annual budget for the Town of Boxborough for FY 2009 was approved at a total amount of \$19,673,180 (including warrant articles) with \$15,895,590 raised by taxation, \$1,831,464 in Cherry Sheet state aid and \$2,014,082 in local receipts and free cash. The tax rate was set at \$16.53 per \$1,000 of valuation.
- Presentations were made at the Annual Town Meeting (ATM) on the current financial status and near-term budget projections.
- Discussion was conducted at the ATM on warrant articles, including a stabilization fund for Minuteman Regional Vocational school district; bullet proof vests, a portable electronic speed awareness sign, and an emergency generator for the Police Department; commercial lawnmowers for the DPW; roof repair and a replacement telephone system for the Blanchard School; and other items including revolving funds along with the personnel administration plan.
- Discussion of warrant articles at the Special Town Meeting (STM) in November included Steele Farm preservation restriction, local option meals excise, local room occupancy excise, and three road acceptances.
- Finance Committee personnel participated as nonvoting members of the Blanchard Feasibility Study that looked at various methodologies for Blanchard's management ranging from no change in the management structure to unionization with one or two other towns and regionalization with Acton.
- Reviewed the cost analysis for infrastructure changes at Minuteman Vocational Tech.
- Member of the new Capital Planning ad hoc committee. A presentation was made to the STM on the current capital planning process by Finance Committee member Gary Kushner.

The Finance Committee continues to have active liaisons to many boards in town including (but not limited to) the Boxborough School Committee, the AB Regional School Committee, the Library Trustees, the Housing Board, the Planning Board, the DPW, the Fire Department, the Police Department, and the Boxborough Leadership Forum. These liaisons reviewed both the committee budgets and the warrant articles. The Finance Committee has a permanent seat on the Affordable Housing Trust.

The Finance Committee continues to provide feedback to the various committees in town.

Summary of FY 09 Budget – Actual vs. Approved

Budget Category	FY '09 ATM budget	FY '09 Actual	% Expended
General Government	\$845,788	\$832,912	98.5%
Protection	\$2,172,644	\$2,116,873	97.4%
Blanchard School	\$5,273,401	\$5,273,401	100%
A/B Regional School	\$5,732,440	\$5,732,440	100%
Minuteman Technical School	\$299,202	\$299,202	100%
Public Works	\$878,429	\$896,441	102.1%
Cultural, Recreation, Library	\$332,430	\$330,917	99.5%
Health	\$89,810	\$89,089	99.2%
Reserve Fund	\$185,000	\$75,864	41%
Debt Service	\$1,357,109	\$1,357,108	100%
Employee Benefits*	\$1,807,298	\$1,712,436	94.8%
Total Operating Budget	\$18,974,251	\$18,716,683	98.6%
ATM warrant article within 2 1/2	\$64,800	\$64,800	
Snow and Ice Deficit	\$57,540	\$57,540	
Overlay Reserve	\$215,197	\$215,197	
Total budget	\$19,311,788	\$19,054,220	98.7%

* Includes town employees and Blanchard Employees

** Includes all warrant articles

The shortfall in individual budgets was covered by use of the Town's reserve fund or by use of MGL Chapter 44, Section 33B (b).

The actual sources of funds for FY 2009 are listed below:

Revenue Sources for ATM	Revenue (Projected)	Revenue (Actual)	Percentage
Maximum Allowable Tax Levy (Prop. 2 1/2)	\$15,377,886	\$15,895,590	103%
State Aid	\$1,761,126	\$1,831,464	104%
Local Receipts (excise tax, permits)	\$1,462,000	\$1,567,079	107%
Overlay Reserve (released to fund budget)	\$215,197	\$215,197	100%
Other Sources of Revenue	\$495,579	\$231,806	71%
Total Revenue Source	\$19,311,788	\$19,741,136	104%

Boxborough's Reserves

Free Cash as of December 31, 2009	\$867,604
Stabilization Fund as of December 31, 2009	\$612,664

Pertinent information

- Boxborough's bond rating from Moody's is listed as Aa3.
- Median house price was \$506,349.
- Town Valuation is \$961,330,741.
- Revaluation occurred in CY 2009 with the next revaluation scheduled for CY 2012.

AIRPORT STUDY COMMITTEE

The Airport Study Committee (ASC) is a five-member committee appointed by the Board of Selectmen to monitor Minute Man Air Field (MMAF) projects that may impact the Town of Boxborough. The committee is charged to report its findings to the Board of Selectmen and any other boards or committees within the Town, as appropriate.

During the past year, members of the ASC (1) finalized material for inclusion in the ASC's section of the Town's website; (2) met with Representative Jen Benson and contacted Representative Kate Hogan; (3) participated in updating the Town's Master Plan; (4) reviewed the aviation section of the "Act to Reform and Rebuild and Renew the Transportation System of the Commonwealth for the Twenty-first Century;" (5) met with newly elected selectman Arden Veley; (6) reviewed and discussed information distributed at the Town's Conflict of Interest meeting; (7) regretfully said good-bye to past chairperson and long-time member Mike O'Leary; (8) continued contact with elected state officials; and (9) welcomed the attendance of Boxborough citizens who are knowledgeable about MMAF and interested in our activities.

At this writing, the ASC has two open positions and encourages interested citizens to contact any member to discuss our activities and the related time commitment.

Anne Canfield (chairperson)
Bill Litant
Matt Kosakowski

ANIMAL CONTROL OFFICER

During 2009, I responded to 16 calls to pick up animals and birds. These included:

Bat	2	Raccoon	1
Cat	2	Skunk	1
Deer	2	Squirrel	2
Fisher Cat	1	Woodchuck	3
Fox	2		

I also responded to numerous telephone inquiries regarding wildlife.

Donald C. Morse
Animal Control Officer

ANIMAL INSPECTOR

In December 2009, the annual farm animal inspection and count was conducted. If anyone owns farm animals and was not contacted, please call the Boxborough Board of Health.

Beef Cows	60	Pea Hens	3
Chickens	57	Ponies	3
Goats	10	Rabbits	2
Guinea Hens	4	Sheep	64
Horses	58	Swine	1
Llama	1	Waterfowl	8

I also responded to numerous telephone inquiries regarding wildlife.

Donald C. Morse
Animal Control Officer

DOG OFFICER

Dogs Licensed	660	Complaints/violations on town property	2
		Dog hit by car	3
Kennel Licenses:		Shelters wanting information	2
\$25	3	Uncontrolled	2
\$50	2	Returned dogs that police had in custody	3
\$75	2	Loose dogs from out of town/ returned to owner	2
Dogs:		Reported dogs missing from out of town	11
Loose/returned to owner	49		
Loose/gone on arrival	20	Cats:	24
Reported missing	8		
Reported missing/later returned	7	Other calls:	
Commercial kennel calls	2	Dog fell through old well/ Fire Dept. rescued	1
Vicious	7	Dead dog/495...was a coyote	1
Neglect	3	Fawn struck by car, requested transport to Tufts	1
Dogs worrying livestock	4		
Barking	2		

Phyllis Tower
Dog Officer

FIELD DRIVER

Loose livestock calls 8

Other: State police request - check for a cow grazing in the 495 median strip, not found.

Phyllis Tower
Field Driver

BOARD OF REGISTRARS REPORT

The Board of Registrars conducted the Annual Census as of January 1, 2009, which showed the population of Boxborough to be 5,365. There were three (3) sessions of voter registration held during the year in preparation for the Annual Town Meeting/election and for the special state primary and the special state election. As of the last voter registration, there were 3,374 registered voters in town. The Board of Registrars met six (6) times during the year to certify signatures on nomination papers and initiative petitions. There was also one citizen's petition received.

OFFICE OF THE TOWN CLERK VITAL STATISTICS

There were thirty-five records of birth for the year 2009.

The total number of marriages was nine.

The total number of deaths recorded was thirteen.

Total receipts turned into the Treasurer from the Town Clerk's office: \$ 13,047.25

Elizabeth Markiewicz
Town Clerk

BOXBOROUGH INFORMATION TECHNOLOGY COMMITTEE

Throughout 2009, Boxborough Information Technology Committee (BITcom) continued to play a key role in defining and expanding the use of Information Technology and Cable resources throughout the town government and its various entities.

The Committee currently has a full roster of seven members. Each member is appointed for three years. Meetings are held twice a month, generally on the first and third Tuesday at 7:30 p.m. at Town Hall. The meeting times and locations are posted in Town Hall and on the Town's website and are open to the public. Additional meetings that focus on a specific project or topic are held at other times at a time mutually agreeable to the participants in accordance with public meeting regulations. This year, Eric Wong joined the Committee. The Committee welcomes him.

The Committee's focus and activities are driven primarily by the IT and cable/video needs of the Town and related requests from town departments, boards and committees. Regular discussions with Town Hall staff, the BOS, various departments and other town committees help us identify areas of needs. This year, BITcom extended its joint cooperation with the Blanchard School and has started holding joint meetings with the Blanchard School Technology Council. These meetings are expected to continue next year.

Current activities for BITcom are focused in three main areas:

- 1) Boxborough Town offices Wide Area Network and expanding its use
- 2) Evaluation of various current and future needs of IT systems, software & services of the Town
- 3) Identifying needs of video, cable (PEG channel, video franchise providers and related items)

Within each of these areas, specific topics are pursued and committee members work closely with concerned departments. In each of the areas, the scope of work may entail, but not be limited to, general information gathering, policy generation, hardware and software review, managing franchisee relationships, and communication with other committees/residents, etc.

Significant accomplishments for the calendar year 2009 are outlined as follows:

Application Sharing Using Wide Area Network

In 2009, BITcom coordinated with the Technology Director to define network topology and access rights so that some of the business applications (Payroll, Accounts Payable and Receivable, GIS, etc.) can be shared over town Wide Area Network as well as Local Area Networks. This will allow identified department personnel to use various software applications from their desktop throughout the Town. This will save considerable efforts by eliminating duplication of data entry and improving accuracy.

Improvement of Video & Cable Needs

BITcom member, Chris Russo, volunteered his time to develop an application that enables the Town of Boxborough's various boards, committees, and departments to promote and propagate its information and event updates on Boxborough Government Channel. Channel 9 also displays town calendar and news items using the same software.

Residents are encouraged to tune periodically to Ch 9 (on Comcast cable system) or Ch 39 (on Verizon cable system) to receive news, events and latest updated of our town.

BITcom also worked with broadcast volunteers to improve significantly the audio and video quality of town channel broadcast.

BITcom continues to strive to optimize the use of the town video channel as an effective mode to communicate various operations, information and functions of the town government.

Residents' suggestions are welcome at **cable@town.boxborough.ma.us** email address.

Various IT System, Software and Services Evaluations

There were various functions and services provided by the Committee throughout the year:

- Committee members and ex-members continued to provide support to maintain and improve the Town website and Cable TV.
- Committee Members actively participated with departments to identify budgets and plans for IT (equipment and services) and communication.

Plans for 2010

Ongoing Activities

- Expand business application sharing and ease of remote system management using town Wide Area Network.
- Stay abreast of the technology/business opportunities that could impact the IT and cable services of the Town via various state and industry seminars.
- Provide representation on other town committees/projects.
- Continue joint meetings with Blanchard School Technology Council.
- Support the BOS and the Town Administrator in preparation of a budget for various IT needs and operations for Boxborough including the spending from Comcast and Verizon's cable grants and franchise fees funds.

- Conduct various public hearings to resolve Public Right of Way related petitions under MGL Chapter 166, Section 22.

New Activities Planned

- Review Comcast performance over the last eight years and commence discussions and negotiations to extend Comcast's cable franchise agreement on behalf of the Town.
- Purchase second audio and video broadcast equipment set so that committee meetings can be broadcast live from any town facilities. It is anticipated that starting Q1 2010, School Committee meetings will also be broadcast live and recorded versions rebroadcast over the town government channel. Additional committee meetings will also be considered for live and recorded broadcasts.
- Review and revise the town IT backup and disaster recovery plans for data and software.

BITcom is looking forward to busy and productive year in 2010.

Submitted by:

Members of Boxborough Information Technology Committee

BUILDING DEPARTMENT

The 7th edition of the Building Code is in full force. The 7th edition is based on the 2003 International Code Council (ICC) model codes (2003). The Massachusetts State Building code is a two-volume set. It consists of the One- and Two-Family Dwelling Code and the Basic Code (which covers buildings and structures other than One- and Two-Family Dwellings). Also, Massachusetts' building energy codes continue to change, and in 2010 the latest version of the International Energy Conservation Code (IECC-2009) will be adopted. This revision will require increased R values for components and assemblies as well as various improvements in energy efficiency. Code users: remember to check periodically for amendments to the various codes. Copies are available from the Statehouse Bookstore, the International Code Council and other book retailers.

As a reminder, effective March 31, 2006, every Residential Structure that presently or in the future contains Fossil Fuel Burning Equipment or has enclosed parking shall be equipped, by the owner, landlord or superintendent, with working and Listed Carbon Monoxide Alarm Protection. This applies to both new and existing dwellings. For information, please call this office (978-263-1116), visit the Town of Boxborough website (www.town.boxborough.ma.us) or the Fire Marshal's website (www.mass.gov/dfs/osfm/fireprevention/cmr/527031.pdf).

Also...

- Check and change your smoke detector/carbon monoxide detector batteries every six months.
- If you are not sure whether a project requires a permit, it probably does. A quick call to this office is all it takes to make sure.
- Always check credentials. A contractor is required to have insurance and in most cases a contractor should have both a Construction Supervisor's license and a Home Improvement License.

Trench Permits...

All persons must obtain a permit prior to the creation of a trench, as defined elsewhere, made for a construction-related purpose on public or private land or rights-of-way in accordance with MGL Chapter 82A. The DPW Director issues these permits.

The seventh edition of the Building Code establishes some new construction license categories which are now implemented. New license categories include:

- Residential Roof Covering
- Residential Window and Siding
- Residential Demolition Only
- Residential Solid Fuel Burning Appliance Installation

I would like to thank all of the dedicated Town of Boxborough employees and boards, the residents and the contractors working in the Town for their assistance in the successful operation of the Building Department.

The Building Department respectfully submits its Annual Report for the year-ending December 31, 2009.

John F. Field
Inspector of Buildings/Code Administration Officer

BUILDING PERMITS ISSUED

New Construction

Residential/Single Family	6
Commercial	5
Pools	0
Foundation only	0

Miscellaneous

Signs	3
Temporary Structures	5
Woodstove	11
Utilities	1
Shed/Barn	1

Additions/Alterations

Residential	26
Business	13
Demolition	5
Repair	42

Total Permits 118

Stop Work Orders 0

Building Fees Collected

Permit Fees	\$ 36,670
Certification Fees	6,182
Fines	0

Total \$ 42,852

ELECTRICAL PERMITS ISSUED

Total permits issued	132
Total fees collected	\$ 20,693

PLUMBING/GAS PERMITS ISSUED

Total permits issued	106
Total fees collected	\$ 6,735

BOXBOROUGH FIRE DEPARTMENT

I am pleased to submit the following report for Calendar year 2009. The Fire Department witnessed a one percent decrease in activity. During the year the Department responded to a total of 2,128 calls for service, 471 of which were medical emergencies. A partial breakdown of these calls by incident type follows at the end of this report.

There were no changes in full-time personnel during the year. The Call/Per-Diem division of the Department is now at maximum membership and has remained relatively stable over the past year. The policy of trying to “localize” this division of the Department has met with continued success and this policy will continue in future hirings. The number of call-backs continues to increase and this is being met head on. Several new members of the Department have volunteered their time to attend the volunteer/call program at the Massachusetts Fire Academy. This six month course is the equivalent of the regular recruit program and is of great benefit to the members and the Department. It is all but impossible for a Fire Department to conduct live fire training in current times.



The older portion of the Fire Station continues to hold up well with only minor maintenance work required. Work continues on energy system upgrades and minor remodeling of the interior using the funds voted at the 2007 Annual Town Meeting.

A great deal of Department equipment has been upgraded during the year. All of the self-contained breathing apparatus has been serviced and the associated compressed air cylinders have been hydro-tested and certified. The Breathing Air Compressor underwent its usual semiannual checks and was certified with some minor repairs and parts replacement involved. New power tools have been purchased for the Amkus Tool (Jaws of Life), which will be placed on the new engine. Selected new hand tools were obtained to replace worn or broken tools.

The Department's motor apparatus has seen major changes with the arrival of the new Pierce Class "A" pumper (Engine 63) and Pierce Tender (Tender 67). This new apparatus was placed in service in the fall and has already seen considerable service, both in town and mutual aid to surrounding communities. The 32 year old Mack Tanker was retired and sold as surplus property. Hose Wagon 65 continues with its refurbishment and should be complete by early summer of 2010. The balance of apparatus continues to function well due to a regular maintenance program.

The Department continues its training program, keeping members up to date on the latest techniques and equipment for both Fire and Emergency Medical Services. Members are kept current with EMT, CPR, and First Responder certifications as well as undergoing regular training in the areas of apparatus driving, pump operations, motor vehicle extrication and seasonal emergencies such as water rescue, ice rescue and emergency evacuation procedures to mention a few. NIMS (National Incident Management System)

training that is a Homeland Security requirement is ongoing to maintain prescribed levels for Department members as well as key town employees, elected officials, school and volunteer personnel.

Boxborough Firefighters were very active in the community through various public education activities. In November, the department was once again awarded a SAFE (Student Awareness of Fire Education) Grant through the Department of Fire Services. Firefighters were not only active in the Blanchard School and Acton Boxborough public schools, but added numerous additional community programs targeted towards various age groups. Firefighters reached 100 % of the student population within the Blanchard School and delivered a variety of messages, based upon the age of each class. The Blanchard Administration and Staff continue to be very accommodating, allowing firefighters access to their classrooms to deliver these important messages. These programs are crucial, even in a small community like Boxborough, as these lessons save lives in the event of a fire or other emergency. In early 2010, firefighters will begin a series of house tours, as requested by residents, to practice a home escape plan in their own homes. This is a follow-up to classes provided in the schools. It is vital to practice home escape plans and I encourage each resident with children at home to sign up for this unique program.

Department personnel have begun to coordinate with the Council on Aging to develop a "File of Life" program that details an individual patient's medical history and current medications and allergies. These "Files" save EMT's time in the event of an emergency, as well as enable them to better assess a current medical condition and begin any appropriate life-saving treatments.



One particular focus of the past year was community level CPR, AED (Automatic External Defibrillation), and First Aid awareness. The Department's trained instructors conducted numerous programs for local organizations and businesses, as well as town employees and volunteers. In addition, there were a few classes opened to general members of the community, which generated an overwhelming response in demand. The initiation of CPR by bystanders is an important step in the "chain of survival" and better allows EMT's, paramedics, nurses, and doctors to perform their own individual role in the chain. I strongly urge residents to take advantage of future offerings, as every minute counts in the event of cardiac arrest. In recognition of our extensive training efforts within the community, we recently submitted an application to be recognized as a "Heart Safe" Community, a program designed to strengthen the "Chain of Survival."

A major milestone for the department came in July when we launched our first official Boxborough Fire Department website (www.boxboroughfire.com). The website contains a lot of useful information and fire safety reminders. The website is regularly maintained and I urge residents to review the content frequently for important reminders, especially at each change of season. There is also a comprehensive Public Education Page, where residents can sign up and request various public education services and classes.

The Department was again busy with Fire Prevention and Inspections. 155 permits were issued for items such as smoke and CO detectors, fire alarms, blasting, oil burners, and automatic sprinkler systems. 151 inspections were performed for items ranging from code compliance to occupancy. The Municipal Fire Alarm System continues to function well with a total of forty radio boxes online. This system is a great aid to the Department because it allows for early detection as well as transmitting a location of the activation at the reporting facility. During the open burning season that ran from January 15 to May 1, 279 burning permits were issued to residents. This program was very successful and residents are to be commended for keeping these fires under control.

During changing times where it becomes increasingly difficult to find dedicated volunteers and personnel, the members of the Boxborough Fire Department continue to display a level of dedication and professionalism that is second to none. Without these members the Department would not be what it is today. I would like to personally thank the Department, elected officials, the other department heads, school officials and staff, town committee members, volunteers, and all the other town employees and residents for their support and cooperation during the past year making my job as Fire Chief easy and enjoyable.

In closing, I would like to remind Boxborough residents of two important points:

First, MGL Chapter 148, Section 26F and Section 26½ require smoke detectors and carbon monoxide detectors in all residences in the Commonwealth. **These detectors save lives if they are maintained, tested and kept in good working order.** The Department urges all residents to **change the batteries, if required, in their Carbon Monoxide and Smoke Detectors twice a year and to test these devices regularly. THIS CANNOT BE STRESSED ENOUGH! THESE DEVICES SAVE LIVES!**

Secondly, the Boxborough Fire Department does not solicit any donations by telephone or the internet, nor are we connected with any organization using telephone or internet solicitation. Any Boxborough resident who has been solicited or has any questions or concerns should contact the Fire Department business phone at 978-263-7546.

Respectfully Submitted,
Geoffrey B. Neagle, Fire Chief

Fire Department Statistics Calendar Year 2009

Aircraft Incident	0	Medical Assist	220
Alarm Box Maintenance	611	Medical Emergency	471
Alarm Investigation	142	Motor Vehicle Accident	47
Detail / Fire Watch	11	Mutual Aid - Ambulance	112
Fire - Brush	4	Mutual Aid - Fire Apparatus	8
Fire - Vehicle	4	Outside Smoke Investigation	1
Fire - Chimney	0	Public Education	70
Fire - Other	3	Special Service - Suspicious Item	0
Fire - Structure	1	Special Service - Other Assistance	19
Hazardous Materials Incident	1	Special Service - Lockout	17
Inspection	151	Special Service - Water problem	15
Investigation - Carbon Monoxide	18	Special Station Coverage	8
Investigation - Electrical	5	Training	29
Investigation - Natural Gas	3	Water Rescue	0
Investigation - Odor	13		
Investigation - Other	143	Total Responses	2,127

POLICE DEPARTMENT

It is with great pleasure that I submit this 2009 annual report of the Boxborough Police Department.

During the past year (2009), the officers of the Boxborough Police Department have been very active, striving to adhere to the core community policing philosophy, and to provide quality and effective law enforcement and service to the citizens of Boxborough for the lowest possible cost. Our primary goal continues to be keeping our community safe through the detection and reduction of any and all criminal activity, effective traffic enforcement, and a quick response to all emergency situations.

Although our officers continue to be aggressive in doing their jobs (particularly in the area of traffic enforcement), they also focus on using a “common sense approach” to ensure that all citizen interactions are positive. During 2009, our officers made 2,696 motor vehicle stops. Of those stops, 2,215 were either “verbal” or “written” warnings (over 82%). An interesting statistic shows that motorists stopped for speeding during 2009, were an average of 19 MPH (miles per hour) over the speed limit. A direct benefit to “aggressive” traffic enforcement is the potential to discover (and often prevent) criminal activity. During this past year, routine traffic stops have directly resulted in 95 arrests, and 149 individuals being summoned to court. This, I believe, has contributed greatly to keeping our community safe!

In 2009, we again received a Community Policing Grant from the Commonwealth of Massachusetts’ Executive Office of Public Safety, in the amount of \$8,610. As in past years, we have utilized these funds to provide programs, activities, and operational services which would have been unavailable without this grant. Through the grant, we were able to provide some additional police patrols (particularly for special town events and celebrations), motorcycle patrols, child safety seat events, youth educational events and materials, as well as specialized training for our patrol and command staff. As in past years, we utilized some of these grant funds to staff additional police patrols during “targeted” times of the year, including

graduation time, prom time, and certain holidays (including Memorial Day, July 4th, Thanksgiving and Labor Day weekends, and extra patrols on Halloween Night). Unfortunately, because of the poor economy and state budget cuts, all Community Policing Grants have been eliminated for the upcoming year (2010). Thus, it will be a challenge going forward, to find a way to provide these important programs and activities for our community.

During this past year, we were again able to take advantage of a continuing grant from the Governor's Highway Safety Bureau that allowed us to run specialized "enforcement periods" throughout the year which target such things as the use of seat belts, aggressive drivers, and the detection of drunk and impaired operators.

Through 2009, we continued our work with all law enforcement agencies (federal, state, and local) to assure we are prepared to effectively react, if necessary, to large scale disasters, acts of terrorism, or any large-scale emergency that could affect the Town of Boxborough. We worked closely with all town departments to make the most of our resources and to pursue progressive and innovative ideas, particularly in the area of "regionalization," in efforts to keep costs down and to potentially improved service.

The Police Department had some personnel changes during 2009. Veteran Police Sergeant Stephen Trefry retired (March) after serving as a Boxborough Police Officer/Sergeant for over 25 years (starting in Boxborough in September 1984). I would like to commend Steve publicly and thank him for his long-time dedicated service to the citizens of Boxborough. In May of 2009, after an extensive selection process, we hired Patrick S. Colburn of Groton, MA to fill the open position vacated by Sergeant Trefry. Pat has worked in the law enforcement field since 2003, and before coming to Boxborough, worked as a Bentley University Police Officer during 2008. He has quickly become a valued member of our team.

Our Public Safety Dispatch Center continues to provide a vital link between the citizens of the community and all of our emergency personnel on the street. The center operates seven days per week, 24 hours per day, and 365 days of the year. Aside from dispatching emergency personnel to calls for assistance, our dispatchers constantly provide courteous personal service to citizens when they stop at the police station, whether they are simply asking for directions, requesting reports or information, renewing firearms licenses, or reporting criminal activity. The Center received 11,711 calls for service during 2009 (approximately the same as 2008), which ranged from the most serious emergency calls, to our many routine and daily calls. The current Dispatch staff is made up of four (4) full time, and three (3) part time dispatchers who continue to provide a tremendous service to the citizens of our community. All of our Dispatchers are highly trained, courteous, and professional individuals who remain dedicated to serving our community. I want to offer my sincere thanks to these men and women who constantly maintain our lifeline and keep us safe!

In the closing of my final annual report before my retirement (February, 25, 2010), I would like to express my sincere thanks to the Boxborough Board of Selectmen and the citizens of Boxborough for giving me the opportunity to serve as your Chief of Police over the past 11 ½ years. I have enjoyed my time in Boxborough and wish all of you the best in the years to come.

I would also like to offer my thanks and appreciation to the police officers of the Boxborough Police Department for their dedicated service to the citizens of this community, and for putting their lives on the line on a daily basis. Their dedication to duty, professionalism, and the ability to work as a team toward a common goal, along with the respect and support they have given me over the years, has been very much appreciated and has made my job easy! I would also like to extend a personal thank you to Sergeant Warren Ryder and Sergeant Nicholas DiMauro for their leadership, dedication, and support in the daily operation of the Police Department, as well as my secretary Andrea Veros, for her professional and

tireless administrative support. Lastly, I would like to sincerely thank the members of the Boxborough Fire Department and the Boxborough Highway Department, as well as the many other town departments that have helped us meet our goals and successfully provide quality service for all of our citizens over the past year.

Respectfully Submitted,
Richard G. Vance, Jr.
Chief of Police

Boxborough Police Department Selected Incidents

	<u>2006</u>	<u>2007</u>	<u>2008</u>	<u>2009</u>
911 Hang-ups	131	101	66	92
Animal Complaints	123	117	130	154
Annoying Phone Calls	7	5	23	22
Arrests	292	149	121	121
Assist Citizens	863	487	803	927
Assist Fire/EMS				519
Aggravated Assaults	3	2	12	4
Breaking & Entering	12	14	31	24
Burglar Alarms	244	142	174	125
Bylaw Violation	67	39	23	28
Complaints (traffic problems)	294	300	455	409
Disturbances – General	37	61	48	63
Disturbance - Domestic	19	22	27	37
Follow-up invest.	7	60	87	138
Larcenies/Fraud	35	31	42	45
M.V. Accidents w/Injury	49	61	58	45
M.V. A. /Property damage	58	80	59	57
M.V. Theft	2	2	2	4
Missing Persons	7	12	10	6
Noise Complaints	64	42	30	30
Protective Custody	12	11	19	11
Rape	1	1	3	0
Robbery	0	1	7	0
Shoplifting	1	11	2	1
Summoned to Court	149	156	188	232
Suspicious Activity	491	462	433	509
Vandalism	40	28	39	37
Simple Assaults	2	4	2	1

2009 Case Activity Statistics

Total Offenses Committed	1,016
Total Felonies	106
Total Crime Related Incidents	197
Total Non Crime Related Incidents	148
Total Arrests (On View)	121
Total Arrests (Based on Incident/Warrants)	30

2009 Case Activity Statistics, continued

Total Summons	232
Total Arrests	383
Total P/C's	11
Total Juvenile Arrests	6
Total Open Warrants	0
Total Restraint Orders	13

2008 Case Activity Statistics

Total Offenses Committed	873
Total Felonies	126
Total Crime Related Incidents	194
Total Non Crime Related Incidents	108
Total Arrests (On View)	121
Total Arrests (Based on Incident/Warrants)	12
Total Summons	188
Total Arrests	313
Total P/C's	19
Total Juvenile Arrests	13
Total Open Warrants	2
Total Restraint Orders	9

2007 Case Activity Statistics

Total Offenses Committed	991
Total Felonies	114
Total Crime Related Incidents	190
Total Non Crime Related Incidents	100
Total Arrests (On View)	149
Total Arrests (Based on Incident/Warrants)	21
Total Summons	186
Total Arrests	356
Total P/C's	11
Total Juvenile Arrests	12
Total Open Warrants	3
Total Restraint Orders	15

	<u>2007</u>	<u>2008</u>	<u>2009</u>
Motor Vehicle Stops	2704	2305	2696
Verbal Warnings	1,892	1,723	2,044
Written Warnings	206	200	171
Citations Issued	328	233	237
Summoned to Court	147	105	149
Arrested	71	44	95
Average OVER Speed	18 mph	18 mph	19 mph

BOXBOROUGH DISPATCH

Call Statistics and Trend Report

Walk In Service

2009	1,006
2008	1,297
2007	1,007

911 Calls

2009	200
2008	262
2007	382

Telephone Calls

2009	3,181
2008	2,052
2007	2,481

Calls from Radio/Alarm Box/ and Other Sources

2009	7,324
2008	5,728
2007	6,310

Total Calls

2009	11,711
2008	11,844
2007	10,180

CONSTABLE REPORT

Both of our Town Constables worked at all elections held in Boxborough. In addition, the following Constable process services were executed:

Annual Town Meeting Warrant	1
Summary Process Summons	1
Capias	1
Post By-Law Certifications	3
Notice of Default and Intent to Collect	12
Notice to Quit	1
Notice to Vacate	1
Special Town Meeting Warrant	1
Eviction	2
Collection Letter	1
Total	<hr/> 24

Respectfully submitted,
David L. Birt, Constable
Richard Golden, Constable

BOXBOROUGH CONSERVATION COMMISSION

Mission

The Boxborough Conservation Commission (ConsCom) is a seven-member board that is appointed by the Board of Selectmen. The Commission is responsible for managing the Town's natural resources and for administering and enforcing the state Wetlands Protection Act and Town of Boxborough Wetlands Protection Bylaw. Under these two pieces of legislation, the Commission is given the responsibility of protecting certain specific 'interests' within wetlands and land adjacent to wetlands. The 'interests' to be protected under the state and/or local laws include the following: public and private water supplies, groundwater supplies, flood control, storm damage prevention, groundwater pollution, shellfish, fisheries and wildlife habitat.

The Commission meets on a regular basis on the first and third Wednesday of each month. The public is welcome to attend. The Commission spends a majority of its time fulfilling its legal obligations under the Massachusetts Wetlands Protection Act and the Boxborough Wetland Bylaw. Routine activity includes the following:

- Issuing orders of conditions, certificates of compliance, extensions and determinations of applicability.
- Performing site inspections as needed.
- Striving to protect unique habitats, rare species and vernal pools.
- Holding meetings, hearings and commission deliberations as needed.
- Advising other town boards on wetland matters.
- Planning, managing and maintaining the comprehensive conservation trail system in Boxborough.
- Maintaining all conservation land in Boxborough through the Land Stewardship (LanSCom) program.

The Commission also reviews and decides offers of land sale or gifts for conservation purposes. Approvals are then presented to town meeting for authorization. State and Federal Assistance Funds for these purchases are managed by the Commission.

The Commission continues to review the Boxborough Wetland Bylaw. Members periodically attend seminars and workshops. Additionally, the Commission continues examining and discussing conservation land management practices.

The Commission participated in two ad hoc committees last year. Member David Follett and Associate Member Norm Hanover served on the Deer Population Study Committee. Members Charlene Golden and Diane Torres served on the Committee to update the Master Plan.

Activity under the Wetlands Protection Act and Town Bylaw

A landowner or developer is required to file a formal Notice of Intent (NOI) prior to doing any work within a wetland and/or the 100' adjacent land resource area commonly known as the "buffer zone." During calendar 2009 the Commission reviewed two Notices of Intent as indicated in the table below. These filings included proposed work on a mix of both commercial and residential projects. Each of the NOI filings and the Requests for Determination (RDA) listed below required a public hearing, deliberations and site visits. The table also lists the number of requests for Certificates of Compliance (COC) and Extensions for permits.

<u>Year</u>	<u>NOI</u>	<u>RDA</u>	<u>COC</u>	<u>Extensions</u>
2006	16	1	18	4
2007	9		3	
2008	8	5	10	3
2009	2	2	3	2

The fees, forms, instructional documents, and meeting minutes are posted on the town website.

Conservation Land Stewardship

During the past year the Conservation Commission, Land Stewardship Committee (LanSCom) and Boxborough Conservation Trust continued to make improvements to many of our Conservation parcels. Trail maintenance and clearing remains an ongoing effort. Kiosks with trail maps have been posted at major trailheads and new trail markers installed. The trail maps are also available on the town website and at the Town Hall. Efforts continue to control nonnative invasive plants such as oriental bittersweet and multiflora rose. Based on the feedback from residents, the trails are getting a lot of use and enjoyment. In addition to trail work, LanSCom completed a new trail guide last year which is available at Town Hall or EMS in Acton.

Acknowledgments

There are a number of other people in town whose help make our work easier. We are fortunate to have a dedicated and tireless group of LanSCom volunteers, led by Liz Markiewicz, performing trail maintenance and improvement work throughout the year. Special thanks to Norm Hanover for his extra effort on the trail kiosks, signs and markers. We would also like to thank Tom Garmon and the Highway Crew for their assistance on land and trail maintenance, John Field, our Building Inspector for help with enforcement, and the staff at Town Hall. We make a special thank you to Mary Nadwairski, for all her help in keeping us organized and for interacting so positively with the public and other boards.

Citizen Interest

If you would like to find out more about assisting the Commission as a Commission member, as an associate member, or as a land steward, please call any member or Mary Nadwairski (ext. 111) at Town Hall. Residents interested in making a donation to the Conservation Trust to aid in protecting open spaces are also encouraged to contact the Commission.

Respectfully Submitted,
Dennis Reip, Chair

ZONING BOARD OF APPEALS

In Boxborough the Zoning Board of Appeals (ZBA) is a five-member board with provision for two alternates. The Board of Selectmen appoints members to three-year staggered terms. During the past year the following members continued to serve on the Board: Christian Habersaat, former Chairman (2012), Thomas Gorman, Chairman (2010), Kristin Hilberg, Clerk (2011), Michael Touns (2011) and Lonnie Weil (2010). Additionally, Karen Warner (2010) continues to serve as an Alternate Member of the Board.

The ZBA is a quasi-judicial body established by the Commonwealth of Massachusetts under the Zoning Enabling Act, MGL Chapter 40A, Section 12, and Section 9100 of the Boxborough Zoning Bylaw. The ZBA has and exercises all of the powers granted to it by MGL Chapters 40A, 40B and 41 and by the Zoning Bylaw.

The ZBA's primary powers include hearing and deciding applications for special permits in accordance with the provisions of Section 9200 of the Zoning Bylaw; appeals or petitions for variances from the terms of the Zoning Bylaw pursuant to MGL Chapter 40A, Section 10, appeals from decisions of the Inspector of Buildings; and applications for comprehensive permits for the construction of low or moderate income housing by a public agency, limited dividend organization, or nonprofit corporation, as authorized under MGL Chapter 40B. Public hearings are held for each application for a special permit, variance or other form of appeal.

Enforcement of the Zoning Bylaw is the duty of the Building Inspector / Code Administration Officer. The Board of Selectmen appoints the Building Inspector / Code Administration Officer and any of his decisions may be appealed to the Zoning Board of Appeals as provided for in MGL Chapter 40A, within 30 days after that decision.

The ZBA generally holds regular meetings on the first and third Tuesday evenings of the month at the Town Hall. Additional meetings are planned and posted as needed. During 2009 the Board considered applications for special permits, requests to amend previous decisions, requests to extend previous decisions, and one appeal of the Building Inspector's decision.

The ZBA continues to devote a significant part of its time to applications and issues relating to MGL Chapter 40B Comprehensive Permits for affordable housing. The Board granted a Comprehensive Permit for the development of Craftsman Village at Elizabeth Brook, previously known as Stonewall Estates, off Codman Hill Road. This reapplication for an affordable residential community with four units was submitted by MCO Associates, Inc. of Harvard, MA on behalf of their client, the property owner, Codman Hill Development, LLC.

The ZBA is working with the Planning Board and Conservation Commission to update the maps associated with the Wetland and Watershed Overlay District of the Zoning Bylaw. The W-District was mapped in 1974.

The ZBA continues to receive applications and has an active schedule of public hearings. We encourage the community to check the Town web site for details about these meetings and hearings and call the Town Hall (ext.111) with any questions.

Respectfully Submitted,
Tom Gorman, Chair

BOXBOROUGH HOUSING BOARD

The Boxborough Housing Board (BHB) was created in accordance with a bylaw passed unanimously at Special Town Meeting October 30, 2000, upon the recommendation and final report delivered by the Affordable Housing Study Committee. Currently, its members are Diane Friedman, Jeff Handler, Joan Meyer, Al Murphy, Ron Vogel, and Channing Wagg.

Condominium Exchange Program

As in 2008, the BHB did not pursue the Condominium Exchange Program (CEP) in 2009. The real estate market continues in the doldrums, so that present market-rate prices remain comparable to "affordable" prices of several years ago. During 2009, one owner of an affordable CEP informed the BHB that he wished to sell his unit. Following the constraints of the unit's Affordable Housing Restriction, the owner attempted to sell the unit, but was unable to do so. The BHB and the owner are currently exploring the possibility of renting the unit.

In some cases, the owners of CEP units have been impacted by substantial condominium fee assessments. The BHB has spent considerable time in trying to devise a way of helping CEP owners with such fees in a manner that is both fair and consistent with the Town's interests. Although we have yet to establish a satisfactory policy, we intend to continue to address this difficult problem in the coming year.

Comprehensive Permit (40B) Affordable Housing

- **Boxborough Meadows**

Boxborough Meadows is a 48-unit condominium complex containing 12 affordable units that was completed in 2004. The BHB continues its role as the Monitoring Agent. Included in this responsibility are oversight for the resale and refinancing of affordable units.

- **Summerfields**

Summerfields Condominiums is a 24-unit, age-restricted complex located on Summer Road in Boxborough. Six of the units are affordable. The BHB continues its role as the Monitoring Agent.

- **Residences at Beaverbrook**

The comprehensive permit for this large complex was issued in 2008. It enables Boxborough to surpass both the Chapter 40B unit-count and land-use thresholds. As a result of the approval of the Comprehensive Permit, Boxborough has been granted the ability to deny Chapter 40B Comprehensive Permits.

- **Open Space Affordable Housing**

The BHB continued to explore the development of a housing complex that would benefit Boxborough residents. Although present market conditions remain problematic, we have held discussions with additional consultants regarding the planning and design of such a complex. In addition, we have explored the purchase of land for such a development.

- **Affordable Housing in the Future**

The BHB periodically reviews the housing market in order to best adapt our programs to current conditions.

Together with other town boards, the BHB is working on an updated Boxborough Master Plan. It is likely that the new plan for affordable housing in Boxborough will differ somewhat from past plans. The present meltdown of the housing market has all too clearly displayed that the dream of home ownership can easily become a nightmare. In the new plan, we hope to explore other housing options, such as rental housing, and to expand our view of affordable housing needs beyond the narrow economic range that is serviced by Chapter 40B.

Town Support

Colleen Whitcomb has continued to assist the BHB on a part-time basis during the past year. Her diligence and dedication has made life easier for us all. In addition, the Boxborough Housing Board is grateful for the help and support of Town Hall staff, particularly Town Administrator Selina Shaw and Town Planner Elizabeth Hughes. The guidance of Selectman Les Fox continues and is much appreciated.

Al Murphy

For the Boxborough Housing Board

PLANNING BOARD

The Planning Board is a five member elected board with one appointed Associate member, each with a term length of three years.

Annual Town Meeting, May 2009

At the Annual Town Meeting, the Planning Board presented three zoning bylaw amendments and one warrant article for the acceptance of Joseph Road and Emanuel Drive as public ways.

Article 19 and 20 amended the definitions and provisions for exempt signs to allow temporary tradesmen signs and temporary retail business signs. The Board proposed these bylaw amendments because the Zoning Bylaw did not provide any mechanism for small temporary, nonintrusive signs allowing tradesmen businesses to advertise their services while doing work at a property or for small temporary, nonintrusive signs allowing business owners to advertise special events or sales. The Board believed these bylaw amendments were important because they provide opportunities that support and promote local businesses.

Article 21 amended the Zoning Bylaw Table of Uses and Dimensional Requirements to allow certain residential uses by special permit in the Business I Zone District. The Board proposed this amendment due to the limited success of development/redevelopment of this District under the currently permitted uses and the proposed change would expand the options available for development, while giving the Planning Board broad oversight.

Article 22 accepted Joseph Road and Emanuel Drive as public ways. This article was brought to Town Meeting following the resolution of longstanding issues with drainage easements and negotiations with the trustee for the developer.

Special Town Meeting, November 2009

Articles 4, 5 and 6 proposed the acceptance of Reed Farm Road, Blanchard Road, Inches Brook Lane, Benjamin Drive and Nashoba Drive as public ways and authorized the Selectmen to take the roads by eminent domain. The Planning Board and the Town Planner have worked hard for years to get the developers of these roads to move forward with road acceptance, but after numerous efforts to resolve outstanding issues with the developers, including maintenance, deteriorating road conditions, and ownership of the fee in the road, the Board recommended this article to bring about a resolution. The Board felt it was critical to move in this direction, given the legal and safety issues for the Town. The articles for road acceptance and to authorize the Selectmen to take the roads by eminent domain were approved, thereby allowing the Town to expend performance guarantee funds toward the repair and maintenance of those roads and begin receiving Chapter 90 funds for future maintenance.

Development Review

The Planning Board reviewed the following development plans in 2009:

- Habitech, Inc., Hughes Lane Definitive Plan & Performance Guarantee Time Extension: The Board granted a time extension for the completion of the roadway.
- Craftsman Village at Elizabeth Brook Comprehensive Permit, Board of Appeals Recommendation for approval with conditions.
- Habitech, Inc., Lot 9 Burroughs Road Reduced Frontage Lot Special Permit, Board of Appeals Recommendation to deny.
- Scientific Boston Site Plan, 1120 Massachusetts Ave.: Planning Board granted Site Plan Approval for the construction of a new building.

- Astro Crane Site Plan & Special Permit Joint Public Hearing, 200 Codman Hill Rd.: Planning Board held a joint public hearing with the Board of Appeals on the site development proposal for Astro Crane, which was relocating its business from Stow to Boxborough. This was the first time the Boards had held a joint public hearing and it turned out to be very efficient and productive for everyone. The Planning Board granted Site Plan Approval for the construction of two new buildings and various site improvements.
- Middlesex Savings Bank Awning Sign, 629 Massachusetts Ave.: The Board granted a waiver for Site Plan Approval to allow the Bank to install a new awning sign on the front of the building.
- Qualcomm Wall Mounted Sign, 90 Central St.: The Board reviewed and approved a new building wall mounted sign.

Subdivision Road Inspections

The Planning Board coordinates subdivision road inspections to ensure that construction is in accordance with the approved plans and the Subdivision Rules and Regulations. The Planning Board continued to work with the Hughes Lane developers to correct the deficiencies in the pavement. The Planning Board Chair, Town Planner, Public Works Director and the Town's consulting engineer were subpoenaed as witnesses in the litigation between the developer and the paving company. Appearance in Brockton Superior Court has been postponed until 2010.

The developer of the Butler Way subdivision off Depot Road requested final release of the Restrictive Covenant for the completion of the roadway. The Board found the road completed in compliance with the approved Definitive Subdivision Plan and granted release of the Restrictive Covenant.

The Board continued to work with the Town Planner on the status of all of the private roads in town and the various reasons they have not been accepted by Town Meeting even though the Town plows the roads. The Board focused on five roads that were completed in the early 1990s: Reed Farm Road, Blanchard Road, Inches Brook Lane, Nashoba Drive and Benjamin Drive. The Board moved to bring articles forward for acceptance of the roadways.

With input from the Town Planner, Public Works Director, various town departments, and the Town's consulting engineer, the Board started updating the Subdivision Rules & Regulations, which had not been updated since 2000. That process will be completed in 2010.

Approval Not Required Plan

A division of land that has frontage on an existing town way or on a subdivision road that has been constructed or bonded may be submitted to the Planning Board for Approval Not Required (ANR) endorsement. The following ANR plan was endorsed in 2009:

- Richards ANR Plan, 3 Lots off Depot Rd.

Scenic Road Plans

In Boxborough, any road work that requires the removal/modification of stone walls or removal of public shade trees along designated scenic roads must receive approval from the Planning Board under the Scenic Road Bylaw. In 2009, the Planning Board issued scenic road approval to:

- Vickery Scenic Road Application, 155 Stow Road: The Board approved the construction of a second driveway.

Long Range Planning/Other Projects

In preparation for the 2010 Annual Town Meeting, the Board began discussing potential bylaw amendments. The Board drafted and reviewed a new General Bylaw for the protection of stone walls along public ways and a draft Open Space Residential Development Bylaw. Additionally, the Board

discussed the process for updating the Wetland and Watershed Overlay District, which was mapped and adopted in 1974. The Planning Board, Town Planner and a Conservation Commission member met with the Board of Appeals to discuss the need for updating the map because the wetlands in the community have changed significantly in 25 years. The process for updating this map was also discussed.

The Board had further conversations with all relevant boards and committees on updates to the Town's Master Plan. Each board and committee was tasked with providing updates to certain chapters and their goals and objectives.

Members of the Steele Farm Advisory Committee gave a presentation regarding a proposed warrant article for the 2009 Special Town Meeting for a preservation restriction on the Farm. The Board indicated its support for this effort and its willingness to make a positive recommendation for the Town Meeting warrant, if asked.

The Town Planner worked with the Town Clerk, Town Treasurer, Public Works Director, Cemetery Superintendent Donald Morse and the Town's Geographic Information System (GIS) consultant on the development of a GIS based project for the tracking of graves, deeds, payments and burial information in the South Cemetery. This project would not have been possible if not for the research conducted by the Land Use Department Assistant Colleen Whitcomb and the invaluable historical knowledge of Mr. Morse.

The Town Planner and the Planning Board continued to pursue a resolution of design issues with Mass Highway for the construction of a multipurpose trail along Rt. 111.

The Town Planner attended various workshops and training sessions to help update the Town's Geographic Information System. She continues to update various maps, including the Assessor Parcel Map and street map. Additionally, she provided GIS maps for various Town departments, the Board of Selectmen, and Conservation Commission.

The Town Planner provided coordination and support to the Board of Appeals on the Craftsman Village at Elizabeth Brook Comprehensive Permit off Codman Hill Road (formerly know as Stonewall Estates).

The Planning Board encourages all residents to participate in the local planning process. The Planning Board typically meets on scheduled Monday evenings at 7:30 p.m. in the Boxborough Town Hall. Meetings are posted on the Town's website: **www.town.boxborough.ma.us** on the calendar and in Town Hall.

Any planning questions or comments may be directed to the Planning Board or Elizabeth Hughes, Town Planner at (978) 263-1116 x 112 or **elizabeth.hughes@town.boxborough.ma.us**.

Respectfully submitted on behalf of the Boxborough Planning Board
Elizabeth Hughes, Town Planner

MINUTEMAN ADVISORY GROUP ON INTERLOCAL COORDINATION (MAGIC)

Acton, Bedford, Boxborough, Carlisle, Concord, Hudson, Lexington, Lincoln, Littleton, Maynard, Stow and Sudbury

MAGIC held eight regular meetings and three special meetings in 2009. The standard meetings consisted of local officials from the thirteen communities discussing green communities, transportation reform,

transportation priorities, zoning reform, the Transportation Improvement Program (TIP) and Regional Transportation Plan (RTP), suburban mobility (two meetings), and other intermunicipal planning issues.

For the special meetings, MAGIC hosted its annual legislative breakfast to facilitate communication between municipal officials and the MAGIC legislative delegation. MAGIC also hosted a Planners' Forum, and a full day GIS training session.

MAGIC generated several products throughout the year including a transportation priorities comment letter to the Boston MPO, a TIP comment letter, and an RTP comment letter. MAGIC also produced its annual work plan and updated its bylaws.

As part of the "MAGIC Mobility" meetings, MAGIC conducted a survey of its member communities regarding suburban mobility services and constraints in each town. MAGIC also voted to spend special assessment funds on two studies in 2010, including a suburban mobility study for the MAGIC towns and a feasibility study for a shared bicycle and bus rapid transit (BRT) path along the Mass Central Railroad right of way.

MAGIC's updated website can be found at <http://www.mapc.org/subregions/MAGIC>.

In addition to subregional activities, MAPC assisted with the following projects in the MAGIC subregion: Stormwater Bylaw and Regulation development in Sudbury, Overlay District Development in Littleton, the Battle Road Scenic Byway Corridor Management Plan in Concord, Lincoln, and Lexington, the Route 128 Central Corridor Plan in Lexington and Lincoln, and Pre-Disaster Mitigation Plans for all the MAGIC towns.

METROPOLITAN AREA PLANNING COUNCIL

The Metropolitan Area Planning Council (MAPC) is a regional planning agency serving the people who live and work in Metro Boston. With a mission to promote smart growth and regional collaboration, MAPC's work is guided by our regional plan, "MetroFuture: Making a Greater Boston Region."

Despite economically challenging times, MAPC has proudly helped the 101 cities and towns in Greater Boston in navigating the recession with an eye toward preserving our region's vast resources for future generations. Whether in the area of public safety, open space preservation, clean water, affordable housing, transportation equity, sustainable development or intermunicipal cooperation, MAPC is uniquely positioned to bring cities and towns together for the betterment of the region as a whole. Our work encompasses many facets of living and working in Massachusetts, but is always guided by smart growth principles, and the philosophy that collaborative approaches can best solve regional issues.

Guiding Future Development and Preservation

With MAPC's progressive new regional plan, "**MetroFuture: Making a Greater Boston Region**," the agency is helping to guide both development and preservation in Metropolitan Boston, now through 2030. The plan was approved in December 2008, and campaigns for its implementation were launched to the public at an energizing event in June 2009. With the plan officially in place, MAPC's work has turned to advancing and measuring its implementation. Since the plan's adoption, MAPC staff has worked hard collecting input from hundreds of MetroFuture friends and supporters whose ideas have helped craft four initial MetroFuture campaigns: Green Jobs and Energy, Local Smart Growth Planning, Transportation Investment and Zoning Reform. At the June 9, 2009 MetroFuture kickoff event, more than 300 people gathered to discuss and advise MAPC on strategies for advancing the first three campaigns. MAPC also

released “From Plan to Action: A MetroFuture Summary,” an accessible guide to MetroFuture goals and implementation strategies, which is available online at www.mapc.org and www.metrofuture.org. In 2010, MAPC will continue to advance the MetroFuture campaigns and engage the “Friends of MetroFuture” in this work. We are also establishing a Regional Indicators Program to assess the region’s progress in achieving MetroFuture’s goals, as well as MAPC’s effectiveness at undertaking the implementation strategies. We are pleased that two of our partners in establishing the MetroFuture plan are continuing their support of implementation. The Boston Foundation has contributed to MetroFuture implementation broadly, while an anonymous foundation has funded establishment of an Equity Report Card. One way MAPC is advancing MetroFuture is through our work with the **Massachusetts Smart Growth Alliance** (MSGA). Through MSGA, MAPC has successfully advocated for policies and initiatives that advance sustainable and equitable development, including increased state investment in transit and other transportation options, the state’s “Gateway Cities” revitalization program, and meaningful zoning reform. MSGA is also working with the Massachusetts Water Resources Authority (MWRA) to make sure that expansion of the MWRA is accompanied by smart growth requirements and water conservation.

Through the MSGA, MAPC is also working with MassPIRG – the Massachusetts Public Interest Research Group – as well as Smart Growth America and other groups on the national “Transportation for America” campaign, which urges federal transportation policies that are consistent with smart growth principles. We are also working with leaders from across New England in the “New England Regional Rail Coalition,” an association of planning, environmental, municipal and business groups from all six New England states that came together this year to improve the region’s competitiveness for rail investments. MAPC also counts itself a member of Smart Growth America’s “State and Regional Caucus,” which brings smart growth-focused organization leaders from across the country.

MAPC is also a founding member of “Our Transportation Future” (OTF), a coalition of business, labor, planning and environmental groups who are pushing for increased investment in the state’s transportation infrastructure. OTF played a key role in the 2009 transportation debate around reform and revenue. Although our effort to achieve an increase in the gas tax failed, the Legislature did commit \$275 million in funding to transportation from an increase in the sales tax.

MAPC strives to make every major development project in the region compatible with MetroFuture and the state’s Sustainable Development Principles. One way we do this is through our active involvement in the Massachusetts Environmental Protection Act (MEPA) process. As we study and comment on major developments, MAPC communicates our perspective and recommendations to developers, municipalities, and state officials. In 2009, MAPC evaluated and commented on several key projects, including the Urban Ring, the South Coast Rail project, Lowell Junction, Beacon at 495, Route 18 in Weymouth and RiverGreen Technology Park. Of special note is the “Commons at Prospect Hill” project in Waltham. MAPC collaborated with the 128 Central Corridor Coalition – which includes Burlington, Lexington, Lincoln, Waltham and Weston – to submit several joint comment letters to MEPA for this project.

Our MEPA comments consistently seek to minimize and mitigate traffic impacts, to expand transit, bicycle, and pedestrian alternatives, to safeguard critical environmental resources, to limit storm water impacts through “Low Impact Development (LID),” and to encourage a mixture of commercial and residential uses.

Better Planning through Technical Assistance

Cities and towns throughout the region continue to seek out MAPC for technical assistance on a variety of issues. Much of MAPC’s “on the ground” technical assistance work for municipalities has been made possible through funding from the District Local Technical Assistance program (DLTA). This program was created by the Legislature and Governor Deval Patrick in 2006 to assist communities with a variety

of land use planning activities, especially expedited permitting of commercial and industrial projects. The program is now entering its third funding round, and it has been expanded to assist municipalities to regionalize planning, procurement and service delivery.

Using DLTA funding matched by the Town, MAPC worked with Danvers to create mixed-use bylaws for targeted portions of Danversport. The bylaws were crafted after extensive public input, including a “Visual Preference Survey” using Photoshop and Pictometry imaging tools, as well as a survey of Danvers residents on industrial-type uses. In addition, the “Danvers Mixed Use Report” suggested zoning revisions to other targeted industrial areas, and designed and presented a public program on the feasibility of using the state’s 40R Smart Growth Zoning program to redevelop parts of downtown Danvers.

MAPC staff also helped several municipalities to apply for federal stimulus money made available through the American Recovery and Reinvestment Act (ARRA). With assistance from MAPC, Revere received \$485,000 from the U.S. Department of Energy to help pay for the installation of a new roof with built-in photovoltaic panels and high efficiency air conditioning units at the Beachmont Elementary School.

Throughout 2009, MAPC develop the Malden Master Plan, utilizing Community Viz software, which helps community members visualize themselves inside four different scenarios for future residential development in Malden. MAPC staff used Community Viz in a live demonstration to compare alternative zoning scenarios and their impacts on different Malden neighborhoods. Participants provided instant feedback on each scenario using wireless keypads; following discussion, they voted on their preferred option. MAPC began work on a Housing Production Plan for Bellingham. The plan includes an analysis of housing supply and demand, an analysis of barriers to development, a map series, and will include an extensive implementation plan with strategies to help the town achieve and maintain affordable housing goals. The work will also include formation of a “Municipal Affordable Housing Trust Fund Board of Trustees” to oversee implementation activities.

MAPC staff worked on housing publications this year, including one with The Citizens Housing and Planning Association (CHAPA), titled “The Use of Chapter 40R in Massachusetts As a Tool for Smart Growth and Affordable Housing Production.” An advisory committee on the project will explore policy improvements in light of the information revealed by the report. Staff also assisted the Massachusetts Housing Partnership on a Municipal Affordable Housing Trust Fund guidebook, which explains strategies for setting up a trust and gaining approval from the local legislative body.

This year, MAPC began working with municipalities that wanted help collaborating on the joint delivery of services, and these efforts were also funded under DLTA. Two of the projects focused on consolidating public health services among Arlington, Belmont and Lexington, and between Melrose and Wakefield. The Melrose/Wakefield project was implemented mid-year and met with success by year’s end. Working with the public health directors of Arlington, Belmont and Lexington, MAPC staff helped to build an organizational framework and governance structure for a single regional health department designed to serve the three towns with improved service quality through a cost-effective approach. Action is expected at the 2010 spring town meetings. Several other DLTA projects addressed public safety concerns. In the first, MAPC assisted in creating a regional emergency communications center (RECC). A vendor was selected at the end of the year and the study will begin in January. A second project would regionalize an emergency planning committee (REPC) among seven communities in and around Norwood. MAPC researched model organizations, proposed a structure and set out a plan for implementation.

Another pair of projects focused on consolidation of fire services. Melrose and Wakefield asked MAPC to help them examine the potential of jointly providing fire department services, such as inspections, fire safety services and dispatch. Ashland and Hopkinton asked MAPC to help them evaluate combining their

fire departments as a means of mitigating economic pressures. MAPC staff, aided by fire service professionals, collected data, analyzed response times and build-out trends, station locations and equipping and staffing, to deliver a report of findings and recommendations for next steps. Through our work with school departments on the North Shore, MAPC staff also developed a combined teacher training schedule for seven departments and helped create a joint job posting system designed to improve applicant pools, provide efficient candidate screening and lower advertising costs.

Encouraging and Supporting Collaboration among Municipalities

Subregional councils are a primary means of communication between MAPC and member communities, and MAPC continually seeks to expand participation in these councils. Each municipality in the MAPC region is included in one of eight subregions, led by a staff coordinator; the Metrowest Growth Management Committee plays this role in MetroWest, but is governed by an independent board, on which MAPC serves.

Subregions provide a venue for citizen input into regional planning as well as a forum for local elected officials, planners, community organizations, legislators and businesses to exchange information. Over the past year, subregional meetings addressed a wide variety of planning topics, such as the Ocean Management Act, the Green Communities Act, Scenic Byways, water usage, using GIS, economic development and more.

MAPC also facilitates regional dialogue and joint municipal action among chief elected and appointed officials in the region. Among the most prominent of such efforts are the Metro Mayors Coalition and the North Shore Coalition, which bring together mayors and city/town managers to collaborate across municipal boundaries.

The Metro Mayors helped further the mission of MAPC this year by responding quickly to the emerging economic crisis. MAPC has taken an active role in working to help cities and towns avoid layoffs and become more efficient, through efforts like legislative advocacy in support of a comprehensive municipal relief package, of local options taxes, of participation in the Group Insurance Commission (GIC), and by studying the feasibility of regional 911 call centers in the Metro Boston region. MAPC also helped cities share information and develop strategies to cope with the foreclosure crisis.

A regional anti-youth violence initiative is another example of regional collaboration that MAPC helps to foster. Over the past three years, MAPC helped nine Metro Mayors Coalition cities, ten North Shore Coalition municipalities, and two MetroWest towns to secure more than \$2 million annually in funding through the state's Charles Shannon Community Safety Initiative. MAPC is the fiduciary agent and program manager for these funds, helping communities to implement multijurisdictional, multidisciplinary strategies to combat youth violence, gang violence and substance abuse. In August 2009, the Metro Mayors Coalition hosted its Second Annual Shannon Grant Basketball Tournament in Somerville. Participants in the tournament included law enforcement, prevention partners and youth.

MAPC continues to perform fiduciary, planning, and project management services for the Northeast Homeland Security Regional Advisory Council (NERAC), managing \$4.65 million in grant funding for 85 cities and towns north and west of Boston. In 2009, MAPC took on the role of fiduciary for all four regional homeland security councils across the Commonwealth, managing \$13.4 million in grant funds and performing grant management, procurement and financial services for all four, while managing a team of three other regional planning agency partners who staff and support the Southeast, Central and Western councils. MAPC also participates in statewide homeland security planning efforts along with participants from several state agencies and all homeland security regions.

MAPC has expanded its fiscal management role in the public health arena as the “host agent” for the Region 4A Public Health Coalition, a cooperative of 34 public health departments ranging from Wilmington to Wrentham, between I-95 and I-495. MAPC assists the coalition in utilizing more than \$485,000 for emergency and pandemic preparedness efforts. As H1N1 “Swine Flu” pandemic concerns spread across the state, MAPC hosted an additional \$1.2 million in grant funding to provide vaccine clinics throughout the 4A region.

Preparing for Natural Disasters

After recent storm events – such as the Northeast ice storm in December 2009, and several heavy rains storms that caused flooding this summer – residents across the region are more aware than ever of the severe effects of natural disasters. To help allay these effects, MAPC completed Natural Hazard Mitigation Plans for 32 cities and towns in 2009, on top of the 41 other plans completed in recent years. Each plan includes a GIS map series depicting areas subject to various natural hazards, an inventory of critical facilities and infrastructure, a vulnerability analysis, and a mitigation strategy with recommended actions to reduce vulnerability.

In 2010, MAPC will be completing the final set of plans for the region, helping 17 more communities. MAPC will also begin work this year on updating and renewing the Hazard Mitigation plans for 19 communities on the North Shore and South Shore, whose original plans were completed in 2005. FEMA requires that the plans be renewed every five years to reflect current data and conditions.

In many communities, Brownfield sites such as abandoned industrial facilities hold much potential for redevelopment and community revitalization if properly cleaned up. MAPC is working collaboratively with Peabody and Salem using a \$1 million EPA Brownfields grant to assess several Brownfield sites in the two cities. The sites are important for Peabody’s plans to mitigate flooding in the downtown, and also for the expansion of open space, greenways, and economic development in both cities.

Municipal Savings through Shared Procurement

Some 35 communities are saving up to 20 percent on purchases of office supplies, paving services, and road maintenance by participating in MAPC’s Regional Services Consortia. MAPC performed multiple procurements for municipalities in four consortia in the South Shore, MetroWest, North Shore, Metro Northwest, and Merrimack Valley regions. Similar savings were realized by the 300 members of the Greater Boston Police Council (GBPC). During 2009, MAPC continued to broaden its array of GBPC-sponsored vehicle contracts to provide choices, convenience, and quality for public safety departments needing police cruisers, SUVs, general use vehicles, a range of trucks from light to very heavy duty, and a selection of hybrid vehicles. Overall, 187 vehicles were purchased, totaling more than \$12 million in sales.

In 2009, MAPC began its partnership with the Fire Chiefs Association of Massachusetts (FCAM) to develop a collective procurement service model to address the high cost of fire apparatus and ambulances. MAPC procurement services will continue to be attractive as local governments face mounting budget constraints. All good planning requires access to good data. MAPC works to collect and analyze regional data and to make this data available to the public, while helping to increase analytic capacity at the local level. Users throughout the region and around the world can access information about MAPC communities through our ever-expanding Web-based mapping site,

www.MetroBostonDataCommon.org.

In an effort to develop an even more effective next generation of the DataCommon, MAPC is working closely with our colleagues in the Open Indicators Consortium (OIC), which includes data intermediaries from throughout the nation. OIC is working with researchers at UMass Lowell to develop an “open

source” technology to add more powerful analysis tools for researchers and a more intuitive interface for novice users.

Although users can access the DataCommon for most of their needs, MAPC still responds to daily data requests from municipalities, organizations, individuals, the media and state agencies. In 2009, MAPC answered more than 200 on-demand data requests. In July 2009, MAPC held its biennial “Data Day” conference and received an overwhelming response, with more than 350 in-person attendees and at least 100 participating in a webcast. This conference, sponsored by MAPC, Northeastern University and The Boston Foundation’s Boston Indicators Project, helps communities and non-profits to expand their capacity to use technology and data to advance their goals.

MAPC continues to incorporate cutting-edge planning and technology tools into our region’s planning processes. Using Google SketchUp and Community Viz, MAPC created a 3-D computer model of Weymouth Landing to enable planning workshop participants to take a “virtual tour” of the district – as it looks now and as it might look with different types of new development. The visualization tool helped participants to focus future solutions and supported a lively discussion about the types of development that should be encouraged. A Digital Media and Learning grant from the MacArthur Foundation funded the development of the region’s first planning video game. The Participatory Chinatown Project, a partnership with Emerson College and the Asian Community Development Corporation, is exploring how a planning video game that utilizes a 3-D virtual environment can facilitate citizen engagement in a neighborhood master planning process. The 3-D virtual environment augments the debate about new development, bringing in additional information, tracking effects of different decisions, and showing the results of those decisions so participants can experience what the space would look like under varied scenarios. MAPC is an official Census affiliate, working with our municipalities and the Donahue Institute at UMass Boston to prepare for a complete and accurate count during the 2010 Federal Census, and to ensure that subsequent annual Census estimates are also accurate. MAPC provides training and assistance to municipalities and community-based organizations to help ensure that everyone in our region is counted.

Getting Around the Region

Transportation – and equitable access to reliable transit – is a major focus of MAPC’s work. The agency serves as vice-chair of the Boston Region Metropolitan Planning Organization (MPO), which establishes transportation funding priorities for the region. We conduct studies and develop plans to support transportation improvements, and advocate for a well-funded, accessible transportation system that provides choice and mobility. We also encourage the coordination of transportation and land use policies at the state, regional and municipal level.

MAPC is working along Route 9 – with Southborough, Framingham, Natick and Wellesley – to plan for anticipated growth in that area. In Phase 1 of this study, MAPC estimated the potential retail, office and industrial growth allowed under existing zoning adjacent to the roadway. This allowed MAPC to estimate likely increases in daily vehicular trips, as well as morning and evening peaks, for 56 zones in the corridor. In Phase 2, MAPC and the communities are studying alternative land use patterns to determine if these changes, along with mitigation measures such as improved transit, can allow growth without gridlock along Route 9. Future economic development along parts of the already congested Route 128 corridor could lead to traffic increases of more than 50 percent on 128 and on local streets. In 2010, MAPC will complete a corridor plan with Weston, Lincoln, Waltham, Lexington and Burlington calling for establishment of a multimodal transportation center along the Fitchburg commuter rail line, along with other steps to increase bus, pedestrian, and bicyclist opportunities.

To reduce existing and anticipated congestion and safety problems along Route 495 between Route 290 and the Mass Pike, MAPC and the Central Massachusetts Regional Planning Commission (CMRPC)

worked with area communities and local business groups to look at a range of roadway, transit and land use options. The report's findings will be the starting point for a more detailed follow-up study to identify the specific steps to relieve congestion, to improve safety and to manage land use.

This year, MAPC broke new ground by working with Boston, Brookline, Cambridge and Somerville to secure a vendor to establish a regional bike sharing network, modeled after a successful system in Montreal. The system is projected to have several hundred bike-share stations throughout Boston, Cambridge, Somerville, Brookline, and Arlington within the next several years. The goal of the program is to increase mobility options within the Inner Core and to replace short automobile trips with biking. MAPC managed the procurement process and is helping each city establish contracts with the vendor, The Public Bike System Company. Finally, in 2010 MAPC will work with communities along Route 2 to better coordinate regional transit service and prepare for the effects of large transportation changes along the corridor in the coming years.

Charting a Course to Regional Prosperity

MAPC's economic development work is based on a Comprehensive Economic Development Strategy, updated annually. This report presents current economic trends in a format useful to public officials and community-based organizations. It is also an important fundraising tool. In 2009, MAPC leveraged \$3.5 million in funding from the U.S. Economic Development Administration to help fund new research and development space for the Fraunhofer Center for Sustainable Energy Systems in Cambridge. The Center is dedicated to serving the research needs of the sustainable energy industry, helping established industry as well as first time entrepreneurs move clean energy technologies from the laboratory to the production line. MAPC also collaborated with North Shore InnoVentures, a life science business incubator, to locate the new Cleantech InnoVenture Center (CIVC) in the heart of Lynn. CIVC specializes in catering to the needs of clean energy and clean technology businesses that have already proven the value of their new product and are preparing to manufacture. MAPC is supporting the innovation economy in Massachusetts by working collaboratively with business-driven organizations in every part of the region. Job creation remains the goal. What has changed are the tools we use to create jobs: information technology, transfer of knowledge, communication systems, and decision support tools that, together, harness the creative energy of people from different industry sectors, professional backgrounds, and cultures. MAPC is a regional information hub that catalogs commonly held barriers to component parts of the innovation economy and facilitates a unified response on how to best mitigate these barriers.

From Beacon Hill to Capitol Hill

Making change on Beacon Hill requires dedication to advocacy and coalition building. Under the guidance of our Legislative Committee, MAPC works with the Patrick Administration, legislators, and stakeholders of all stripes to advance legislation and policies across a diverse set of issues. These issues include budgetary appropriations for programs as wide-ranging as the Charles Shannon Community Safety Initiative, the District Local Technical Assistance Program, and the Census Estimates Program. MAPC advocated successfully for passage of numerous bills, from legislation enabling cities and towns to locally opt for meals and hotel taxes, to the recently passed reforms of our transportation system. We continue efforts to make it easier for cities and towns to regionalize municipal services, to improve and better fund the successful Community Preservation Act, to create a system to convey and reuse surplus state land in ways that are consistent with smart growth, and to reform health insurance for municipal employees.

MAPC is also increasingly active in Washington, working with the Obama Administration and our Congressional delegation to revamp the way transportation is funded in America, with an increased emphasis on lowering greenhouse gas emissions through a greater emphasis on transit. We are collaborating closely with the National Association of Regional Commissions and other allies to establish

the so-called “sustainable and livable communities” program, which will fund the development and implementation of regional plans like MetroFuture.

HISTORICAL COMMISSION

During 2009 the Historical Commission continued operation of 575 Middle Road as a Town museum. The History Society arranges portions of their collection into exhibits and volunteers manned opening hours each month of the year. Work continues on historical displays and the growing artifact collection is being cataloged on a computer database.

The Historical Commission continued work with members of the Steele Farm Advisory Committee and the Trustees of Reservation (TToR) on placement of preservation restrictions on the Levi Wetherbee/Steele Farm. A draft document was generated which went through numerous drafts working with various Town boards and commissions, the Selectmen and with inputs from two public information meetings. These restrictions allow uses which preserve the best conservation, mixed recreation, and agricultural uses while recognizing the historical features, as documented in the National Register filing. This effort culminated in a successful “permission to execute” article being passed at a Special Town Meeting in early November. The Commission is now working with the Board of Selectmen and TToR to finalize the restriction document including concurrence by the Massachusetts Historical Commission.

The Commission continues to review the historical impact of development efforts in the Town, including plans for a landscaping business facility on Massachusetts Avenue and several cell tower applications.

The Commission also responded to numerous requests for information on various aspects of Town history.

Boxborough Historical Commission
Mary Larson
Alan Rohwer
Shirley Warren

BOARD OF HEALTH

During the past year, the Board of Health was served by members Bryan Lynch (2013), Frank Roth (2012) who replaced Mike Willis, and Marie Cannon (2011). The daily operations of the Board were ably managed by Mary Cobleigh, Department Assistant to the Board of Health (and Building Department). Many thanks to Mike for his efforts with the Board and Mary for her continued support.

In general, the areas of public health that the Board was involved with during 2009 include:

Health and Human Services

The following services were administered by the Board of Health and our agents: visiting nurse services, home healthcare, clinics, hospice, mental health, health promotion, disease prevention, communicable disease reporting, vaccination, human services, tobacco control, substance abuse prevention, dental hygiene, and emergency preparedness.

Environmental Protection and Pestilence Control

The enforcement of regulations and policy to protect the following: drinking water safety, septic disposal and wastewater treatment, environmental health, housing & sanitary code enforcement, food services, recreational area safety, mosquito control, stormwater disposal and groundwater protection, and air quality.

Due to resource and time constraints, the Board must constantly prioritize and select for action those areas that have the greatest potential for impact on the public health. We request input from residents about their public health concerns to help guide us in our efforts.

The greater percentage of the Board's time and energy is typically given to the oversight of water resources, public health and environmental protection. This included:

- Reviewing septic system and well plans, and wastewater treatment facilities as well as their respective periodic testing results
- Monitoring local pool operations and permitted food service establishments
- Working as part of the Water Resources Committee
- Coordinating efforts with other groups and organizations
- Mosquito control, tick and Lyme disease information, and pestilence control

During 2009, certain projects continued to require the attention of the Board and the Department of Environmental Protection (DEP) regarding their water supplies, groundwater discharge, and sewage disposal systems.

The Board of Health continues to utilize the geographical information system (GIS) and related mapping of water supply wells. The goal is to set up a comprehensive database from our files to monitor water resources issues and compliance with Title 5.

In regard to the delivery of healthcare services, Boxborough continues to receive the major part of its Board-sponsored activities through the Nashoba Nursing Service of the Nashoba Associated Boards of Health. These services took the form of skilled nursing visits, physical and occupational therapy, social worker visits, and dental care. Other healthcare services overseen by the Board include those provided to eligible town residents by Eliot Community Services. Town residents in need of these services should contact the agencies directly. Summaries of these services on behalf of Boxborough residents appear later in this report.

Progress in 2009

Emergency Preparedness

The local public health infrastructure continues to address the need for preparedness regarding potential environmental, health and safety related emergencies. The registered nurses and sanitarians with Nashoba have received intensive training to respond to the new threats. Area physicians, nurses, emergency room personnel, and other possible first responders have been trained to recognize symptoms. Epidemiological surveillance systems have been optimized to detect the earliest signs of contagion. Planning and implementing immunization programs for pandemic threats such as the Avian Influenza will continue at many levels to ensure the protection of the public health and safety.

Under the organization and direction of the Local Emergency Planning Committee (LEPC), the Town maintains a Comprehensive Emergency Management Plan that was updated and certified by the Massachusetts Emergency Management Agency (MEMA) in 2003. Nashoba Associated Boards of Health also provides regional management and support for emergency planning and response.

Emergency Reserve Corps (ERC)

The Board of Health sponsored the creation of the Medical Reserve Corps (MRC) in 2006. In 2009 the MRC leadership committee changed the name to the Emergency Reserve Corps to better reflect the intentions of the Corps and open the initiatives beyond medical issues. The ERC continued its regular meetings and participated in training seminars. Refer to the report specific to the ERC for additional information.

Mosquito Control and Related Diseases

The Board continues to monitor bird deaths with the potential relationship to West Nile virus and Eastern Equine Encephalitis (EEE) potentially carried by mosquitoes. Fortunately, no cases of either disease have been reported in Boxborough. However there have been increased reports of bird deaths from virus carrying mosquitoes in the region. While the relative risk of becoming infected with these viruses is extremely low, residents especially at risk should take appropriate precautions against mosquitoes. The Town continues to utilize the services of the Central Massachusetts Mosquito Control Project (CMMCP) and participates in the state surveillance program. In 2009 the Board continued the annual larvacide program utilizing Bti to significantly reduce the mosquito population and the respective risk to residents. The intent is to continue this program with a spring application planned in April and a second application during the early summer (only if necessitated by wet conditions). For more information on this program, refer to the CMMCP web site.

Water Quality

The Board and DEP continue to monitor special water quality issues relating to the ground water contamination caused by MTBE, perchlorate, and severe sodium concentrations in the western area of town. In addition to the above-noted contaminants, local water quality reports note continuing issues relating to alkalinity, hardness and sodium in many other areas of town.

Water Supply

The Water Resources Committee (WRC) continues to study and protect existing and future potential water supplies. Based on the 2008 Feasibility Study prepared by our consultant to continue planning efforts for a future municipal water system, the WRC resubmitted a request for state funding for these efforts. Refer to the Water Resources Committee report for more details including the plans for 2009.

Tobacco Control

The Board is served by a collaborative that enforces local regulations which prohibit the sale of tobacco products to minors and conducts compliance checks. In 2008, an undercover investigation reported 100% compliance for all Boxborough businesses that sell tobacco products over the counter and/or in vending machines. In all cases, the investigator was denied the purchase due to the lack of proper age identification.

During the next year, the Board plans to continue the activities discussed above, plus:

- Build our capacity to participate in public health and other emergency measures
- Improve our ability to convey public health information to the public
- Continue support of the Water Resources Committee to plan for the protection and development of future water supplies
- Provide information and help facilitate access to Health and Human Service programs available to town residents.

Any town resident interested in working on any of the areas discussed above, or other issues impacting public health, is encouraged to contact the Board.

Boxborough Board of Health
Marie Cannon, Chair
Bryan Lynch
Frank Roth

BOXBOROUGH EMERGENCY RESERVE CORP (BERC)

The Boxborough Emergency Reserve Corp (BERC) was formerly known as the Boxborough Medical Reserve Corp (MRC). In 2009 we changed our name in order to better reflect our membership and goals in aiding the town. The BERC is a subcommittee of the Board of Health and we retain our membership in the Massachusetts Medical Reserve Corp Region 4A, a coalition of 34 communities around Boston. The BERC is a group of volunteers committed to assisting our first responders and preparing residents of Boxborough to be better prepared to face emergencies. We continue to seek additional members to reach our goal of 50 to 60 volunteers to train and serve as a reserve for the town in the face of disaster.

Mission Statement:

Our Mission is to make our community safer and better able to handle natural or man-made disasters through volunteer training, community education and planning, and through integration with public safety officials.

Current Activities:

- Training volunteers in the Incident Command System (ICS), sheltering, CPR, first aid, radio use and emergency response through the Fire Department, American Red Cross and MRC Region 4A offerings.



1st Aid & CPR Training Fire Station 1/10

- Continuing to maintain a database of volunteers who have undergone training, CORI checks and are credentialed if they are medical volunteers. This allows public safety officials at local, regional and national levels to utilize volunteers with specific levels of training in a disaster.
- Presenting information at neighborhood gatherings (Neighborhood Outreach) on preparing for disaster through 72 Hr. Survival kits for Family and Pets and pooling of neighborhood resources.

- Exhibiting at town-wide events. At Fifer's Day, the Public Safety Open House and the Agricultural Fair we presented information on preparedness and offered Pet ID cards for dogs to better help prepare pet owners to take care of their pets in the face of an emergency.



Bone Marrow Screening 11/09

- Sponsoring and staffing a Bone Marrow Donor screening clinic. Over 130 people were screened as potential donors, highlighting the need for people willing to provide this priceless gift of life.
- Assisting the Nashoba Board of Health with the H1N1 Flu Clinic. This allowed our volunteers to drill in the operation of a flu clinic. We provided logistical support in registration as well as nurses who provided medical screening and administered vaccine.
- Continuing to use grants for emergency preparedness to help the Town. This year we were able to help the police obtain a radio repeater that allowed Town-wide radio coverage.
- Working with the Council on Aging to establish a list of residents (especially seniors) who would like well-being checks in the face of a disaster. This includes setting up a framework of communication with BERC members, public safety personnel and the residents requesting well-being checks.
- Ongoing membership in the Local Emergency Planning Committee (LEPC). The LEPC as well as the BERC continue to identify resources in town to respond to disaster. This includes working with local businesses, the school, town government and public safety officials to plan for and drill on how to handle emergencies the town may face. While we are grateful that the town approved a generator for the police station to maintain communications in town in the face of prolonged power outages, we continue to advocate for a generator for the Blanchard School to allow the school to serve as a shelter in the face of disasters such as the Ice Storm of 2008.

Respectfully submitted,
 Dr. Brad Hardie, Chair
 Boxborough ERC Executive Committee

WATER RESOURCES COMMITTEE

The Boxborough Water Resources Committee (WRC) is a cooperative effort of several Town boards working to protect and secure our water resources for current and future use. Its members are Bryan Lynch (BOH), Frank Roth (BOH), Marie Cannon (BOH), Bryon Clemence, Anne Gardulski, and Raid Suleiman (BOS). In addition, members of the FinCom and ConsCom serve as liaisons to the WRC. Many thanks to Mike Willis (resigned) for his leadership as chair for the past few years.

In January 2009, Boxborough was identified by DEP as eligible to receive State Revolving Fund (SRF) loan monies for future public water supply planning efforts. These monies include up to \$250,000 at a 2% interest rate over a 20-year pay back period but are only available based on Town Meeting support for bonding. Such support was not sought by Town Meeting in May 2009 due to the uncertain economic conditions facing the Town at the time.

In August 2009, the WRC resubmitted a State Revolving Fund Request. Thanks to our consultant, Camp, Dresser & McKee (CDM) for compiling the application again.

The Committee held meetings throughout 2009 to further define its objectives. Discussions continued regarding Littleton and Acton coordination, possible future water supply integration and mutual support of water resource protection with their water departments. The WRC still maintains its goals of protecting potential water supply sites as identified in the 2002 Fracture Trace Study. In kind, the WRC identifies and supports purchase and protection efforts by the Conservation Commission. In the fall of 2009, the WRC worked with the Town to assure that language in the Steele Farm conservation restriction protected the right to protect and install future water supply infrastructure on the property.

Additional long-term goals include further study and site exploration to define and quantify the available resources for possible future public water supplies. This effort is necessary to support future needs related to water quality issues and to promote healthy commercial development for the Town's fiscal needs. Further study will require favorable support at Town Meeting in 2010 to take advantage of the DEP funding available to the Town through the SRF program for such water supply planning efforts.

Anyone interested in getting involved with the WRC Committee should refer to our website and contact the Board of Health for more information.

Respectfully submitted,
Marie Cannon, Chair

NASHOBA ASSOCIATED BOARDS OF HEALTH

Nashoba Associated Boards of Health continues to serve the local Board of Health in meeting the challenges of environmental and public health needs in Boxborough. In addition to the day-to-day public health work conducted for Boxborough, we also provide the following services:

- Maintaining Nashoba's internet web site to provide information for the public. (See nashoba.org)
- Keeping the Boxborough Board of Health up to date on matters of emergency preparedness planning through our involvement in the Bioterrorism Regional Coalition. We are currently working on Boxborough's Emergency Dispensing Site Plan.
- Assisting the Boxborough Board of Health with the H1N1 pandemic by coordinating and administering the H1N1 flu vaccine for residents of the district with the assistance and support of the school district.

- Responding to health-related impacts of beavers through coordination with the local Board of Health in the issuance of the necessary permits.

We look forward to continuing our work with Boxborough's Board of Health. Included in the day-to-day work of Nashoba in 2009 were the following:

- Reviewed 36 Title 5 state-mandated private Septic System Inspections for Boxborough Board of Health. Received, reviewed, and filed these state mandated (but unfunded) Title 5 inspections. Corresponded with inspectors regarding deficiencies and referred deficient inspections to the Boxborough Board of Health for enforcement action.
- Through membership in the Association, Boxborough benefited from the services of the following Nashoba staff: Registered Sanitarians, Certified Health Officers, Registered Nurses, Nutritionists, Registered Physical & Occupational Therapists, Licensed Social Workers, Certified Home Health Aides, and Registered Dental Hygienists.
- Provided health education programs in collaboration with the Boxborough Council on Aging.
- Collaborated with Minuteman Home Care on elders at risk and other safety issues.

Because of the Boxborough Board of Health's continued participation in the Association, the Board can shape your future local public health programs and share in the benefits of quality service at a reasonable cost!

Environmental Health Department

- **Environmental Information Responses Boxborough Office (days)..... 48**
The Nashoba Sanitarian is available to the public on Tuesdays, 1:30 to 3:30 p.m. at the Boxborough Board of Health Office. *This does not reflect the daily calls handled by the two Nashoba secretaries during daily business hours.*
- **Food Service Licenses & Inspections 13**
Nashoba annually mails out and receives applications from both restaurants and retail food businesses. Licenses are renewed for existing facilities. Plans are submitted and reviewed prior to initial licensing. All licensees are inspected using an at-risk method. Where deficiencies are found, a re-inspection is scheduled to insure compliance. An inspection is also conducted when a complaint from the public is received. During this inspection, the health of food handlers is also investigated and where appropriate, medical consultation and laboratory testing may be required.
- **Housing & Nuisance Investigations 10**
Nashoba, as agent for the Boxborough Board of Health, inspects dwellings for conformance with state Sanitary Code, 105 CMR 410.00, issues orders for correction, and reinspects for compliance. Similarly, complaints from residents concerning unsanitary conditions or pollution are investigated.
- **Pool/Ice Rink Inspections 10**
Pools are inspected upon opening and as needed thereafter to insure compliance with the state pool regulations.
- **Septic System Test Applications 6**
Applications from residents proposing to build or upgrade a septic system are accepted, a file is created, and testing dates are coordinated with the applicants engineer.
- **Septic System Lot Tests 21**
The Nashoba Sanitarian witnesses soil evaluations, deep hole tests and, usually on a separate date, percolation tests conducted by the applicant's engineer which serve as the basis of the design of the septic system.
- **Septic System Plan Applications 12**

Detailed plans created by engineers hired by residents proposing to build or upgrade a septic system are received, filed, and routed to the Nashoba Sanitarian for review.

- **Septic System Plan Reviews 13**
Engineering plans are reviewed according to state code, Title 5, and local Board of Health regulations and review forms are created and sent back to the engineer for revision. Subsequent resubmittals by the engineer are also reviewed.
- **Septic System Permit Applications (new lots) 5**
- **Septic System Permit Applications (upgrades) 3**
Applicants' approved plan submittals and Board of Health requirements are incorporated into a permit to construct the septic system.
- **Septic System Construction Inspections18**
The Nashoba Sanitarian is called to construction sites at various phases of construction to witness and verify that the system is built according to plans.
- **Septic System Consultations12**
During all phases of application, design, and construction, the Nashoba Sanitarian is called upon for legal details and interpretation.
- **Well Permits 9**
- **Water Quality/Well Consultations18**
Private wells are regulated solely by local Board of Health regulations. The Nashoba Sanitarian assists the Board of Health by reviewing well plans, securing well water samples, and interpreting water quality test results.
- **Rabies Clinics - Animals Immunized0**
Nashoba arranges for local immunization clinics with cooperating veterinarians, arranging for dates and location, placing ads in local newspapers, and sending home flyers through local schools. In addition, since the recent raccoon rabies epizootic, Nashoba has arranged for delivery of over 500 animal specimens to the state lab in Boston for analysis and has counseled possible exposure victims to seek medical assistance.

Nashoba Nursing Service & Hospice

- **Home Health**
 - **Nursing Visits179**
Nashoba's Certified Home Health Registered Nurses visits provide skilled services to patients in their home under physician's orders. These services include assessment of physical, psychological, and nutritional needs. Skills include teaching/supervision of medications, wound care, ostomy care, IV therapy on a 24 hour basis, catheter care, case management and referral to other services as needed.
 - **Home Health Aide Visits229**
Nashoba's Certified Home Care Aides provide assistance with activities of daily living including bathing dressing, exercises and meal preparation.
 - **Rehabilitative Therapy Visit180**
Nashoba Therapists provide skilled physical, occupational, speech, and dietary therapeutic interventions through assessment, treatment and education. Their integration of client, caregiver, and medical outcomes aims at attaining maximum functional dependence.
 - **Medical Social Service Visits2**
Nashoba Social Workers provide short-term assistance to patients at home for counseling and referral to community resources.
 - **Hospice Volunteer and Spiritual Care Visits1**
Nashoba's Volunteers and Clergy provide patients with emotional and spiritual support, companionship and guidance.

- **Clinics**
 - Local Well Adult, Support Groups, & Other Clinic Visits**271**
Visits include well adult clinics, and immunization, cholesterol exercise, mental health and bereavement clinics.
 - Number of patients who attended flu clinics held in Boxborough**157**
 - Number of patients living in Boxborough who received flu shots**135**
 - Number of H1N1 flu vaccinations given**414**
 - Number of patients who received Pneumovax Vaccine**3**
 - Number of patients who attended Well Adult Clinics from Boxborough**105**

Communicable Disease

- **Communicable Disease Reporting & Control**

Nashoba's Nursing Service & Environmental Health Departments work together to meet the local Board of Health's responsibilities under the law to do the following:

- Investigate and control the spread of communicable diseases within Boxborough (MGL Chap111, Sections 6, 7, and 92-116). Nashoba works with the Massachusetts Department of Public Health (MDPH) in this area.
- Receive and process reports from physicians concerning cases of diseases "dangerous to the public health" as defined by MDPH (MGL Chapter 111, Section 6).
- Notify MDPH Division of Epidemiology and Immunization within 24 hours of receiving notice of any case "dangerous to the public health."
- Receive reports and undertake follow-up as necessary regarding certain food borne and waterborne diseases and diseases being monitored by the MDPH.
- Receive reports, investigate and conduct follow-up on all incidences involving positive rabies results.
- Number of Communicable Disease Cases Investigated**32**
 - Communicable Disease Number of Cases

• Borrellia Burgdorferi	2
• Cryptosporidiosis	1
• Haemophilus Influenza	1
• Hepatitis	3
• Human Granulocytic Anaplasmosis	1
• Influenza	2
• Lyme Disease	14
• Pertussis	3
• Salmonellosis	1
• Shigellosis	1
• Streptococcus pneumoniae	1
• Varicella	2

Health Promotion

- **Skilled Nursing Visits32**

Dental Health Department

- **Examination, Cleaning & Fluoride - Grades K, 2 & 4**

Nashoba's Registered Dental Hygienists, operating out of the school nurse's office and records, provide these services to those children whose parents have given written consent.

- Students Eligible 209
- Students Participating.....120
- Referred to Dentist 4
- **Instruction - Grades K, 1 & 5**
Nashoba's Registered Dental Hygienists also provide classroom instruction for cleaning and maintaining healthy teeth to all children in these grades.
Number of Programs11
- **Fluoride Rinse Grant Program (State Supplied Materials, Nashoba Administered, Local Volunteers)**
Nashoba's Registered Dental Hygienists secure the dental materials for this program through a grant application to the Massachusetts Department of Public Health.
Students Participating..... 249

THE ELIOT CENTER

http://www.eliotchs.org
111 Old Road to Nine Acre Corner
Concord, MA 01742
(978) 369-1113 (Telephone), (978) 369-0908 (Fax)

The Eliot Center, dedicated to enhancing the quality of lives, offers a range of outpatient mental health services, including crisis intervention, diagnostic evaluation, individual, couple, family, and group therapy, psychopharmacological services, psychological testing, information and referral, consultation and case management services, and 24-hour emergency coverage. Our mission is to provide a continuum of high-quality, innovative services to individuals across the life span that are individualized, flexible and responsive to the communities we serve.

The funding we receive from the Town of Boxborough is used to help subsidize the fees of Boxborough residents who are in need of mental health services as well as provide an array of nonbillable services such as case management, resource linkage and telephone support. Town support ensures that we never turn a Boxborough resident away because their health insurance has a low reimbursement rate or their plan is limited yet their problems are complex. Instead, we can reduce or waive a person's co-payment to ease their financial hardship; we can set an affordable fee if the person's insurance ran out and they still need services; and we can help individuals obtain other critical resources and entitlements that will enhance their functioning.

For FY 2009, we served 25 residents of Boxborough. 92% were between the ages of 19-64; 48% struggled with a major psychiatric problem and 60% saw one of our psychiatrists for medication management. We provided 400 sessions and 351 hours of direct services; this does not include the 131 sessions that were scheduled and then cancelled.

We remain extremely grateful for the funding we receive from the Town of Boxborough. Town funding has greatly contributed to our success in being able to offer unique and specialized services to the community.

CENTRAL MASSACHUSETTS MOSQUITO CONTROL PROJECT (CMMCP)

The Central Massachusetts Mosquito Control Project (CMMCP) currently provides its services to 38 cities and towns throughout Middlesex and Worcester Counties.

The Project's headquarters is located at 111 Otis St., Northborough, MA. Project personnel are available to meet with any town board or resident to discuss the Project's procedures and activities. Our phone number is (508) 393-3055.

CMMCP practices Integrated Pest Management (IPM), blending state of the art methods and techniques with expertise, experience, and scientific research to provide our member communities with modern, environmentally sound, cost-effective mosquito control. IPM encourages the use of nonchemical means to accomplish the goal of mosquito reduction.

The Mosquito Awareness program that we offer to elementary schools in our district is very popular. Project staff meets with students and teachers to discuss mosquito biology, mosquito habitat, and control procedures. Much of the presentation is directed towards what the children and their families can do to prevent mosquitoes from breeding around their homes. Slides, videos, handouts, and coloring books help to make this an interesting program.

As part of our effort to reduce the need for pesticides, our first line of control is our ditch maintenance program. By cleaning clogged and overgrown waterways, mosquito breeding can be reduced, drainage areas are returned to historical conditions, and water quality is improved. Source reduction, the elimination or reduction of a mosquito breeding source (i.e. water-holding containers), is practiced by alerting residents and business owners about potential mosquito producing sites they have created. They are informed about basic mosquito biology, and the need to eliminate these man-made breeding sources.

Bacterial larval control with Bti (*Bacillus thuringiensis*) is used to treat areas where mosquito larvae are found and source reduction or wetland restoration is not feasible. We have an extensive database of known breeding sites, and we encourage the public to notify us of any areas they suspect could breed mosquitoes. Our field crews will investigate all requests and treat the area only if predetermined thresholds of mosquito larvae are exceeded. Bti is a naturally occurring product, and is exclusive to mosquito larvae, preserving other aquatic organisms in their habitat. We treated 928 acres of wetland by helicopter under funding from the Board of Health in 2009.

Our goal is to handle all mosquito problems with wetlands restoration, source reduction or larval control, but we recognize that there are times when adult mosquito spraying is the only viable solution. In such cases residential areas are treated with either hand-held or pick-up truck mounted sprayers. Applications are site-specific and are determined by weather, type of area and mosquito population levels. These applications are initiated **only by request** of town residents. A phone notification system has been installed to announce potential spray areas for member cities and towns on their scheduled evening, and this information is listed on our website.

The project's surveillance program monitors adult mosquito and larval population density, and is the backbone for prescribing various control techniques. We have expanded the adult collection program to monitor for West Nile Virus in our service area. Specialized traps are used as a mobile force for viral monitoring, and are placed in member towns on a weekly basis for routine sampling. If a West Nile virus (WNV) or Eastern Equine encephalitis (EEE) hot spot is identified, surveillance is intensified to sample mosquitoes in that area and these collections are sent in to the Mass. Dept. of Public Health for virus testing.

We are now running a research and efficacy department that checks for the efficacy of our products, techniques, and research in new or different areas of mosquito control. GIS has been added to our operations to allow better data collection and analysis.

The Project has a website at www.cmmcp.org which has extensive information on our program, products we use, and mosquito control procedures. Requests for service can be made through the website, as well as pesticide exclusions.

Timothy Deschamps, Executive Director

Timothy E. McGlinchy, Director of Operations

DEPARTMENT OF PUBLIC WORKS

2009 was a year of cleanup. The December ice storm created quite a mess. Numerous hours were spent clearing roadways, taking down trees and hanging limbs, hauling brush, plowing, and sanding. The new bucket truck received quite a work out. Snowfall totaled 72.5" for the year, with 25 responses. The winter cleanup kept us very busy, right into the spring. Sweeping was more time consuming this year, as a result of the storm damage. The sweeper suffered some mechanical breakdowns which also slowed the project.

The new stander mowers that were approved at ATM did provide some relief in the extensive mowing process. Easier access to tight areas and sloping terrain made for a more efficient work pattern, not to mention less wear and tear on the crew. All town buildings, cemeteries, roadsides, athletic fields, conservation fields, conservation trails, and community gardens are mowed by the DPW. This is a continuous process that puts us at the mercy of the weather and requires working around sporting event schedules.

This year we were able to put together a large Chapter 90 project. Liberty Square Road and Depot Road were both in need of structural and drainage repair. We installed nine catch basins, which improve drainage and help to limit icing issues. We also replaced three drop inlets with catch basins; this provides safer drainage and makes for less damage to snow plows. Portions of the roadways were milled, and the entire lengths of both roads were paved. The project will be completed in the spring of 2010. Additional backfill will be added, finish work done, and lines painted.

Fall brought the usual cleaning of the catch basins, the almost constant clearing of the obstructed culverts due to beaver activity, maintenance and storage of summer equipment, and preparation of the winter vehicles. We were kept busy with the ongoing tree work, removing dead limbs and raising of limbs in anticipation of the winter season.

Other projects this year included the interior painting at Town Hall, the Police Department and the Library, and dredging the fire pond at Cedarwood. At Blanchard School, we dug up and removed the pressure treated landscape timbers on the playground and replaced them with recycled plastic timbers. Sidewalks were also repaired, trees were transplanted at the Fire Station, and wood chips were placed at various trail heads to help control the mud. Mowing a footpath to the pond at Flerra allowed for water access at the community gardens, and bike racks were installed at Town Hall and the athletic fields.

Household Hazardous Waste day was held September 26th at the Highway Barn. A total of 130 vehicles brought their items for proper disposal.

The Transfer Station has changed to single stream recycling. After a brief adjustment period, our residents have been receptive to the change. We have seen a slight decrease in our solid waste amounts and hope to continue this trend. We appreciate your recycling efforts.

The DPW also appreciates all of the thank-you cards, phone calls, and input that we receive from the residents. We try to address your concerns as best we can. Thank you for your support and understanding.

Respectfully submitted,
Thomas Garmon
Director of Public Works

CEMETERY

This year the Selectmen appointed three commissioners to take care of the supervision of the cemeteries:

Donald C. Morse, Supt. and Commissioner
John E. Flannery, Commissioner
William M. Sutcliffe, Commissioner

The usual care and maintenance of the cemeteries has been done.

Anyone seeking information regarding the rules and regulations of the cemetery, please call the Town Hall.

Donald C. Morse
Superintendent and Commissioner

VETERANS' AGENT

The Veterans' Service is established according to Chapter 115 of Massachusetts General Laws and is administered under state guidelines to provide information and assistance regarding benefits to veterans, veterans' dependents, widows and children of deceased veterans.

There were five veterans buried in the South Cemetery in 2009:

		<u>Date of Death</u>
Henry A. Patterson	WWII	01-15-09
Richard S. Parkes	WWII	01-23-09
Carl Robert Erickson	Korean	02-10-09
Joseph S. Hughes	WWII	05-09-09
Robert F. Norton	WWII	05-20-09

There were eight veterans seeking information and assistance. No veterans' benefits were paid out in 2009.

Please call the Town Hall if you need any information or assistance regarding veterans.

Donald C. Morse
Veterans' Agent

COUNCIL ON AGING

The Boxborough Council on Aging (COA) is the community focal point for the provision of services to seniors. The Annual Report is our way of informing the community and taxpayers how the Boxborough Council on Aging works toward improving the quality of life for Boxborough's 708 senior residents and their families. The Council on Aging mission: to identify needs, develop and implement programs and services, educate citizens and advocate on behalf of elders.

The current Council on Aging members are Karen Smolin, Cochairman; Frank Sibley, Cochairman; Betsey Krusen, Recording Secretary; Dave Birt and Barbara Wheeler. New members to the Council on Aging in 2009 were Susan Fredrickson and Tina Bhatia. Frank Powers serves as the COA liaison to the Board of Selectman.

The COA works to coordinate and provide services which support independence, improve health, raise awareness of current trends affecting seniors and promote the involvement of seniors in the community. Providing transportation continues to be one of the most important services delivered by the Council. In 2009 the COA Van traveled over 10,328 miles providing 1,024 rides for seniors and residents with disabilities to medical appointments, grocery shopping, social events, the library, wellness activities and other destinations in the community. While medical trips are the priority, the van was also used to provide seniors with some recreational out of town daytrips. Destinations in 2009 were: The Worcester Flower Show, Peabody Essex Museum, The Butterfly Place, Adams National Historic Park, The Old Mill and The Boston Public Library.

Core service areas of the Council on Aging are information and referral regarding healthcare, health insurance, fuel assistance, health clinics (flu shots), in-home care, scheduled social events, fitness classes, tax information and transportation. The successful Senior Tax Work Off program had seniors performing 1,657 hours of work resulting in a comparable wage value of \$26,712.



The Boxborough Emergency Reserve Corps, in conjunction with the COA, expanded the call list for seniors who would like to be checked on in the event of an emergency, more contact information was collected and a protocol was established as to how and when the list is activated.

Some highlights during 2009 were the 2nd Senior Art Show held at the Library during September; the Older Wiser Driver Program presented by AAA at the Holiday Inn; the exciting World on Wheels

Program which covered Henry Ford, the Model A and the Edsel; and Game Days at the library where the game Rummikub is becoming a sensation.



We are grateful to The Friends of the Council on Aging for providing financial support for programs and coordinating the ever popular Speaker Series Luncheons at Town Hall. We are also thankful for the Boxborough Neighbors and multiple civic groups that provide the monthly luncheons at the UCC and Dean Machamer for coordinating weekly bridge games. The senior community also benefits from the professional services provided by the Department of Public Works, the Fire Department and the Police Department. We appreciate their dedication to Boxborough seniors. This dedication is demonstrated in their willingness to join with others in sharing resources, communicating ideas and collaborating to achieve quality improvements in the lives of others.

ACTON-BOXBOROUGH CULTURAL COUNCIL
P.O. Box 2291, Acton, MA 01720, 978-635-0685
abccinformation@gmail.com

The Acton-Boxborough Cultural Council (ABCC), established in 1982, has as its mission to promote the arts, to help develop cultural programs in the Acton and Boxborough communities and to award and administer Massachusetts Cultural Council (MCC) Grant funds. Volunteers are appointed to the Council by the selectmen of each community, but it functions as a single entity undertaking these activities:

- Review of grant applications from individuals, libraries, schools, and arts organizations and awarding MCC grant funds to projects that provide a local public benefit. The ABCC is one of 329 Local

Cultural Councils (LCCs) that are funded by the Mass Cultural Council through an annual appropriation by the state legislature;

- Sponsorship of cultural programs for the Acton and Boxborough communities using funds generously designated by Town Meeting of each community. These funds have been used by the ABCC to present jazz, classical, and world music concerts, vocal performances, films, opera, public art installations and more;
- Advocacy for the arts through community outreach and publicity.

The ABCC's activities take place from September-June; calendar year 2009 encompasses the second half of FY 2009 (January - June) and the first half of FY 2010 (September - December). This Annual Report gives details of our FY 2010 Grant Cycle in which we plan to support 28 individuals, schools, libraries and arts organizations using our MCC state funds. This report will also highlight the exciting events and programs we produced for our communities in 2009 thanks to the continued financial support from our towns. It will summarize the findings of our community input survey conducted in September and October 2009. Finally, this report will illustrate our continued efforts to advocate for the arts on the state and local level.

ABCC Voting Members

Acton: Suman Adiseh, Barbara Estabrook, Nancy Gerhardt (retired June 2009), Yanni Gou (appointed September 2009), Greg Hutchins, Anne Krinsky (appointed August 2009), Padmaja Kuchimanchi, Rachel Lucas (retired June 2009), Reshma Singh.

Boxborough: Frances Anderton (appointed November 2009), Pascale Belin-White, Mitzi Garcia Weil, Pat Myers (retired June 2009), Marion Powers (appointed July 2009).

ABRHS Advisory Board Members (non-voting): Wendy Chen, and newly appointed students Maya Hardimon, Skylar Harvey, Nichita Kulkarni and Melissa Trimble.

Barbara Estabrook and Reshma Singh, both of Acton, served as co-chairs in 2009. Nancy Gerhardt of Acton served as Secretary through June 2009 and was then replaced by Greg Hutchins of Acton. Pat Myers of Boxborough was Grants Manager through June 2009; Mitzi Garcia-Weil and Pascale Belin-White, both of Boxborough, became co-Grants Coordinators in June. Mitzi Garcia Weil of Boxborough is Treasurer. Publicity coordinator is Marion Powers. Suman Adiseh of Acton is webmaster.

The Acton-Boxborough Regional High School Advisory Board is a collaboration between the ABCC and ABRHS, established with assistance from ABRHS Student/Faculty Support Coordinator, Kay Steeves. Our students actively join in our monthly meetings and participate in and support Council events. ABRHS senior Wendy Chen joined the Council in November 2008. We are very pleased that we are able to continue this program and that four ABRHS sophomores joined the Advisory Board in December 2009.

Recruitment: The Town of Acton/League of Women Voters Volunteer Fair in winter 2009 gave Anne Krinsky of Acton the opportunity to express her interest and to learn more about the Council. Anne attended several ABCC meetings and events in the spring and took up an appointment in the summer of 2009 when Nancy Gerhardt retired upon completion of her second three-year term. Yanni Gou of Acton learned through contacts with the Acton Chinese Language School of our other Acton vacancy created by the retirement of Rachel Lucas in June. Ms. Gou was appointed in September 2009. Marion Powers of Boxborough attended an ABCC event in March 2009 and subsequently, several regular meetings and special events. She was appointed to the Council in July 2009, replacing Pat Myers who had completed the maximum tenure of two three-year terms. Frances Anderton of Boxborough attended the September 2009 meeting and was appointed in November. We work closely with the Acton and Boxborough Boards of Selectman on our continued membership efforts.

Mass Cultural Council (State) Funding for FY 2010

The ABCC is one of 329 Local Cultural Councils (LCCs) funded by the Mass Cultural Council through an annual appropriation by the state legislature. Each fall, we are required to distribute this annual allocation through a grant process. We receive applications for two kinds of grants: 1) LCC Grants that fund projects by individuals and groups; and 2) PASS Grants that help subsidize the cost of cultural field trips. We review each application and award monies considering the quality, originality, and creativity; planning, budget, and most importantly, community benefit of each proposed project.

At the beginning of FY 2010 the ABCC was allotted \$6,730, which represents a cut of 21.8% from the \$8,600 allocated in the previous fiscal year. All of the state's large councils received equal cuts. Some smaller councils did not experience such large percentage cuts because MCC guidelines require that no local cultural council receive less than \$4,000 per year.

As usual it was a competitive grant season. We publicized the availability of grants through emailed and posted fliers and press releases in *The Beacon* and *Action Unlimited* and provided telephone and email consultation to several first-time applicants. Applications also were available at our staffed display table at the West Acton Oktoberfest. We received 44 applications requesting a total of \$31,205 in funding (more than four times the amount available). After very difficult and lengthy deliberations, the ABCC has chosen to fund the 28 projects listed below for a total of \$6,750. The final group includes several innovative projects from the public schools and the regional school district. For the first time in several years we received PASS applications, which provide subsidies for ticket prices to performances and museums for student groups. A group from Gates School will attend an exhibit at the Museum of Fine Arts in Boston, and a group of world language students from ABRHS will go to the Peabody Essex Museum in Salem.

Other recent grant-related activity included preparation of a nomination for a Gold Key award. The Massachusetts Cultural Council provides an awards program that recognizes contributions of artists and local cultural councils. Each local council is encouraged to nominate one of their grantees each year for Gold Key awards. The Acton-Boxborough Cultural Council has nominated the 2009 project, "Re-Visioning Acton." This exceptional program involved numerous collaborations across the community and region including ABRHS student photographers, high school science fair participants and families, and the Town of Acton Planning Department. The project attracted hundreds of participants in three separate events.

FY 2010 Acton-Boxborough Cultural Council Approved Grants

<u>Applicant</u>	<u>Project Name</u>
Acton Chinese Language School	2009 Acton Chinese Music Night
Acton Community Chorus	2009/10 Winter Spring Concert Season
Commonwealth Ballet	A Little Night Dancing
Conant Elementary School	In School Program Eric Carle/Mr. Seahorse
Concord Women's Chorus, Inc.	American Women of Note
Contemporary Arts International	CAI Grand Opening Events
Fitchburg Art Museum	75th Regional Exhibition for Arts & Crafts
Gates Elementary School	PASS Grant Museum of Fine Arts
Gates School PTO	Amazing Hero Art

Harvard Pro Musica	2010 Concert Series
Hudson Area Arts Alliance	Creative Opportunities for Audiences
Indian Hill Music	Justin Meyer Swing Trio/ Boxborough COA
Janet Applefield	Combating Hate & Prejudice program at ABRHS
Linda Potter/ABRHS Drama Dept.	AB "Our Town" Photo Gallery Exhibit
Merriam School Community Fund	What's the Story/Multicultural Performance
Richard Clark / Acton COA	Life, Language.. Ernest Hemingway
Rixin Li, ABRHS World Language Dept.	PASS Grant Peabody Essex Museum
Robert Creeley Foundation	10th Annual Creeley Poetry Award
Sargent Memorial Library, Boxborough	Earth Rhythms: Stories for the Whole Earth
Sargent Memorial Library, Boxborough	Two Old Friends Songs from Ireland
Sounds of Stow	2009-2010 Concert Season
Srishti The Creation	Sarvam Shivam Rhythm of Life
Starz N Lightz Inc.	"Footloose" musical theater performances
The Discovery Museums	SMART(Science/Math/Art)Gals Night
The Marble Collection, Inc. (TMC)	The Marble Collection Literary and Art Magazine
Theatre III, Inc.	Living History Performers Spring Show
Wendy Frank	Music Enrichment for Special Needs, CASE
	Collaborative summer program
Wild Apples, Inc.	"Wild Apples": Spring Issue 2010

Local Funding and Council-Initiated Events

The ABCC was once again generously supported by both Acton and Boxborough town funds via warrant articles and line items. The dedication of the Board of Selectman in both towns is truly remarkable. Acton provided the ABCC, through a Warrant Article, with \$2,000. Boxborough provided \$1,500.00 for exclusive use in Boxborough. Few local cultural councils enjoy this level of local support. We are extremely grateful and constantly acknowledge the support of our two towns to everyone. We are grateful also for the physical support that the two Towns provide: meeting spaces, access to the town copiers, etc. In fall of 2009 the ABCC decided to reduce the amount of paper used in the grant review process and with the essential help of the Information Technology Department of the Town of Acton, were able to scan all 44 applications and provide online access to all Council members through the Town website. This saved thousands of sheets of paper and many hours of labor. We are also thankful for the continued support from our liaisons, Acton Selectman Terra Friedrichs and Boxborough Selectman Becky Neville.

The ABCC sponsored several exciting events in 2009. Details are below.

1. "Our World" International Film Series – February-May 2009

Following 2008's year-long festival of cultures called "Our World," the ABCC in 2009 presented a series of six acclaimed international films in collaboration with and presented at the Sargent Memorial Library. Librarian Maureen Strapko and Council member Pat Myers selected the films for adult audiences. Each international film was introduced by a Council member, in several instances a member whose heritage was from the film's country of origin. Simple refreshments from that

country were also offered at some of the showings. Films were shown from Spain, France, Brazil, China, Russia and India.



A Short Night: From left: ABCC member and event organizer Pat Myers, Boxborough resident and filmmaker Todd Davis, Scott Kittredge, and Kristal Williams-Rowley.

A seventh event was added to the series, “A Short Night” featuring five short films and three of the filmmakers. Boxborough resident and filmmaker Todd Davis offered his award-winning film to the ABCC, and served as curator for the Short Night. All of the films shown in the international and short festivals were purchased by the ABCC for the Sargent Memorial Library’s permanent collection. These film showings attracted a good-sized audience and we hope to offer a similar series in Acton in 2010.

2. *FY 2009 Grantee Reception -- March 13, 2009*

The ABCC held its 4th Annual Grantee Reception at Sargent Memorial Library in Boxborough. This annual reception provides a valuable opportunity for grantees to meet, to publicize their projects, and to network with other arts-minded individuals and groups. In addition to our FY 2009 grantees, our state and local legislators and officials were invited to attend. Each grantee received an official ABCC certificate. Representative James Eldridge, Acton Selectwoman Terra Friedrichs, and four of the Boxborough Selectmen attended. Grantees performed, including the Acton Minutemen, ABRHS students performing selections from “An Opera Awakening” and “Classicals” giving a preview of their family performance at the Acton Memorial Library. Also we took the opportunity to thank and celebrate retiring ABCC members Nancy Gerhardt and Pat Myers, each of whom completed the maximum six-year tenure on the Council in June of 2009.



Musicians of the Acton Minutemen, one of 17 grantees in 2009, played for arriving guests at the fourth annual grantee reception.

3. *Second annual family concert event “Wildest Dreams” – June 16, 2009*

The ABCC sponsored its second annual free family concert event at Goward Field in Acton, behind the Acton Memorial Library. The popular band “Wildest Dreams” played reggae, Calypso and Rhythm and Blues music; there were international craft activities for children, and picnic foods were sold by local merchants. This event drew a large and enthusiastic audience.

4. *Khelmel at Fifers Day -- June 20, 2009*

The Acton-Boxborough Cultural Council sponsored Khelmel, a program from India of storytelling, puppet show, yoga and a block printing craft, at Fifers Day in Boxborough. This family event was very well received.



Khelmel storyteller and puppet stage with an attentive Fifers Day audience.

5. *Tosca*, presented by the Longwood Opera Company – October 23, 2009

For the sixth consecutive year the ABCC assisted with the Longwood Opera Company's performance in Acton. This year's performance of *Tosca* was fully costumed and sung in English with piano accompaniment. This tragic opera was beautifully performed and captivated its audience.

Community Input Survey

All local cultural councils are required by the Massachusetts Cultural Council to seek community input every third year or more often. This fall the ABCC conducted a community input survey by two mechanisms: an online version through surveymonkey.com, and a paper version at Oktoberfest. Longwood Opera generously donated a pair of tickets to their performance of *Tosca*, to be offered as an incentive prize for completing the survey. 80 completed surveys were returned, and council members were able to look over the findings during the grant review process, allowing them to keep in mind the expressed interests of community members.

Here is a list of questions and highlights of the responses:

1. What current arts and cultural programs or services are of most value to our community?

There clearly was support for a broad range of programs and services. Most commonly mentioned were theater programs, concerts and music programs, choruses in our region, art displays and exhibits, multi-cultural programs, library and school-based programs, dance programs, and community events/festivals.

2. What's missing?

The most common responses were art studio and exhibit space, art exhibits and shows, classical music, opportunities for adult amateur musicians, alternative or experimental programs, outdoor exhibits, films, and ways to publicize/learn about events.

3. Did you know that artists, schools and community groups may apply for grants from the Acton-Boxborough Cultural Council? 74% said yes.

4. What should be the most important priorities for Acton-Boxborough Cultural Council funding next year? Ranked highest were public events like concerts and festivals, followed by arts in the schools, support for community arts and cultural organizations, and projects led by local artists.

5. How do you hear about cultural activities that interest you? The Beacon, flyers around town, Action Unlimited, word of mouth and signs around town were most frequently cited.

6. Other comments or suggestions for the Cultural Council:

There were a broad range of these, and most have been mentioned in the responses to previous questions. Several respondents expressed support or appreciation for the ABCC and its activities. There were three suggestions specifically aimed at the Cultural Council operations:

- use more selectivity in funding projects,
- make guidelines for applications available earlier,
- first support organizations and groups from Acton and Boxborough.

And finally, "Thank you for conducting this survey! We are predominantly a sports oriented town, and as a mom of two "artsy" kids, I truly appreciate this effort."

Submitted by:

Barbara Estabrook, Co-Chair

PUBLIC CELEBRATIONS COMMITTEE

This committee, in conjunction with other groups within the Town, coordinates activities for our citizens and engages in various projects to preserve the nature and heritage of Boxborough.

Memorial Day was observed with the traditional parade. The route took marchers along Hill Road to North Cemetery, down Middle Road to the War Memorials at Town Hall and down Stow Road to South Cemetery. At each stop flags were raised then lowered to half staff and a musket salute was fired by the Minutemen. At the cemeteries Donald Morse read the names of our deceased veterans. We were pleased to have remarks by State Representative Jen Bensen, Reverend Ute Molitor of the UCC and Reverend Timothy Knapp of Mount Calvary Lutheran Church. Marchers included the speakers, veterans, the Selectmen, the Minutemen, various scout troops and bands from Blanchard Memorial and Raymond J. Grey Junior High schools.

Fifer's Day was held in cooperation with the Boxborough District Minutemen Company and the Recreation Commission and began with the morning road race followed by the parade from the Blanchard School to Flerra Field. Our Parade Marshall was Donna Corey and portraying Luther Blanchard and Lucy Hagar were Eric Scherfling and Michaella Kendrick. At the conclusion of the parade, Mary Larson was presented with the 2009 Golden Fife Award. An afternoon of fun and food followed. The weather was delightful.

The end of June saw the terms of three of our members conclude and July first saw three new members begin service. We are only five members and don't know how so many came due at once. Near the front of this book you can see who we were and are.

The first Saturday in December brought us to the Holiday Tree Lighting on the Town Common (Hill Road at Middle Road). A great crowd, along with our switch thrower Shirley Warren and the Chorus and Brass Ensemble from Blanchard Memorial School braved the precipitation to activate our annual hilltop beacon. Refreshments followed at the Museum where food pantry donations were collected as well. Thanks to our hosts, the Historical Commission and Historical Society.

Our citizens' participation in these events is what makes this work worthwhile and we are also deeply grateful for the help received from the staffs at Town Hall, DPW, Police, Fire, Library and the schools.

RECREATION COMMISSION

The Recreation Commission is responsible for development and implementation of recreational programs for the citizens of the Town of Boxborough. It is also responsible for the management of recreational activities at Flerra Meadows fields, Fifers Field and Liberty Fields. Members of the Commission are: Kevin Lehner, Chris Noble, Susan Reuther, William Sisk, Victor Tremblay and Bob Zurek. We are looking for new members. The Commission sponsors programs during the winter, spring and summer months for the youth of Boxborough. The winter program includes kids' games, soccer, basketball and gymnastics. These programs emphasize basic fundamentals and fun associated with participation in youth sports activities. A summer playground program is available for town pre-school and elementary school age children.

To further contribute to the community, the Commission attempts to employ residents of the Town to conduct the programs. Information concerning enrollments in the program is distributed through the elementary school and Town Hall.

Winter Recreation Program (Saturday)

Each year the Recreation Commission conducts a Saturday recreation program for approximately ten weeks during January, February and March. The program is available to Boxborough children of kindergarten through elementary school age. Residents need not attend the Blanchard School to participate in the program. The program offers basketball, soccer and a combination “all-sports” program. The program is conducted at the Blanchard School Gymnasium. Tom Sandock directed this year’s program and there were approximately 60 registrants for all sessions.

Gymnastics

The gymnastics program runs for approximately ten weeks during January, February and March. The program is available to all Boxborough children kindergarten through fourth grade. Residents need not attend Blanchard School to participate in the program. The program offers elementary gymnastics instruction on mats, beam and parallel bars. The program is conducted at the Blanchard School Gymnasium on a weekday afternoon. Rob Guilmette directed this year’s program and there were approximately 40 participants.

K – 6th Grade Summer Playground

A summer playground program is available to children in grades K through 6. The program consists of well-supervised games, sports and creative activities. It is held mornings during the month of July and utilizes the grounds at Flerra Field. Parents from Blanchard have run the popular program for the past three years with many local high school students working as counselors. We have had a strong volunteer program with 7th and 8th graders working for community service hours. Kristin Sandock, Joanne Mills, Cassy Bosworth and Rob Picca directed this summer’s program. There were 273 registrants for the two sessions.

Adult Basketball

The Commission sponsors an adult basketball program. The program is held at the Blanchard School gymnasium during a weekday night and is open to all adult residents of the Town.

High School Pickup Basketball

We started a High School Basketball night on Sunday at the Blanchard Gym – it was poorly attended and was held only a couple of times.

Regional Pool And Gym Facility

The Acton Boxborough Regional High School pool and gym facilities are available to residents of Boxborough for their recreational use. The Acton Boxborough Community Education program sponsors swimming lessons in the summer and both winter and summer swim teams. For more information on these Programs, residents should contact the Community Education Office (978-266-2525).

Seniors

The Recreation Commission provides funding support for senior programs sponsored through the Council on Aging. We currently provide funding support for an exercise class.

First Aid & CPR

The Commission sponsored the training of the directors of the Winter and Summer Programs in First Aid and CPR by the Fire Department. We also offered this course to residents of Boxborough and Acton for a fee of \$25 per course, payable to Boxborough Professional Firefighters Association (BPFA). First Aid kits were supplied to the directors of the Winter programs. The Commission will restock the kits for the directors of the Summer programs in 2010. We hope to continue this activity working with the Fire Department to offer these programs to all Boxborough and Acton residents in 2010.

Future Plans

- Rec Com should investigate the interest and value of developing a town outdoor skating pond; we talked about this and an eagle scout came forward to make benches near the pond at Steele Farm – we are hoping to use it at Winterfest 2010.
- Rec Com should investigate ways of providing greater support to the developing senior community in Boxborough. Investigation should include the value of using the senior van.
- Rec Com should investigate any methods of linking youth and senior programs for the mutual benefit of both; including hiring paid youth staff to provide company/services to seniors.
- We hope to rest more fields in the near future.
- Not many plans for anything else until we recruit some new blood to the Rec Comm with new ideas.
- Would like to find a parcel of land for a basketball court for town use.
- Pilot Program ***Boxborough Recreation Community Service Program***
High school age girls/boys will reach out to scholarship families to see if there is a need to extend the summer playground program from 12:00 to 2:00. The high school age kids would do FREE babysitting for these families for the month of July, allowing the parents to have all-day care for their children so they can work or get some time to do things they can't normally do.

A pilot for this program was done this past summer. There was one child who needed assistance and two high school age girls were able to take care of this child. We would like to open it up to other families and make it a more formal program. This program will be held at Flerra Field playground with adult supervision and with parents' permission.

STEELE FARM ADVISORY COMMITTEE

The Steele Farm Advisory Committee advises and assists the Board of Selectmen in managing, maintaining, and planning for the future of Steele Farm, a municipal property. The Committee strongly supports protecting the historic farmstead, preserving the open space and wildlife habitat, continuing agricultural activity, and encouraging public access to the property. Notable events in 2009 include:

- Our ongoing effort to place Conservation and Historic Preservation Restrictions on Steele Farm passed an important milestone when the Fall Special Town Meeting approved an article authorizing the Board of Selectmen to grant restrictions to The Trustees of Reservations, Inc., and The Boxborough Historical Society, Inc. Much work remains before the project will be complete, but a major milestone has been passed.



- In January, the Recreation Commission held its annual Boxborough Winterfest at Steele Farm.
- Steele Farm Advisory Committee members planted another 100 Fraser firs in April, adding to our stock of growing young trees for future holiday tree sales.

- In June, the Agriculture Commission held a Soils Workshop at Steele Farm.
- Boxborough Boy Scouts held several activities at Steele Farm, including a flag retirement ceremony in June, and a campout in September.
- After a nest of bobolinks fledged in mid-July, Don Morse hayed the large field. The moist season yielded a second cut in September.



- On September 25, Green Community Service Day, a group of enthusiastic and hard-working eighth-graders from R. J. Grey Junior High School cleared lots of brush and invasive plants from hillside pastures at Steele Farm. Many thanks to them.
 - In October an appreciation event for town employees and volunteers and their families was held by the Board of Selectmen at Steele Farm. Attendees enjoyed delicious ice cream sundaes and a roaring bonfire, while entertained by the golden voice of Del Smart.
- Long-time committee members John Schoenfeld and Arden Veley left us in 2009; John because of family commitments, and Arden due to his election to the Board of Selectmen. Their many contributions to the work of the Committee are much appreciated, and their presence will be missed.
 - The committee thanks the DPW for lawn and trail mowing, brush-hogging old pastures, and other maintenance projects which greatly aid in making the property open, accessible and attractive.

In 2010 the committee looks forward to completion of the Conservation and Historic Preservation Restrictions project, and making progress on other ongoing projects.

Respectfully submitted,
Bruce Hager, Chair

AGRICULTURAL COMMISSION

The Boxborough Agricultural Commission was established by a vote at the Town Meeting in the spring of 2008. Our mission is to represent, enhance, and sustain agriculture, farming, and related activities in town. Acton Boxborough Farmer's Market attended our first meeting and we have stayed involved with them through their early planning into their first season. We have provided advice and input to several town groups, including the Steele Farm Advisory Committee, the Conservation Commission and the Deer Population Study Committee. We have been helping with the Open Space Plan and the Master Plan, including organizing a workshop to help bring the town information in the Master Plan up to date regarding soils data. We have attended and presented at the town Agricultural Fairs. We have met with Agricultural Commissions in surrounding towns, including having a tour of the Land's Sake program in Weston. We have provided support to Acton in their efforts to create an Agricultural Commission. At the end of 2009 we started a series of discussions regarding the Community Garden at Flerra Meadow to help resolve differences between various groups.

BOXBOROUGH ENERGY COMMITTEE

The Energy Committee was appointed in 2009 to advise BOS on developing and implementing an energy strategy for the Town. The Committee is responsible for evaluating energy policies and practices that promote efficient energy use and increase awareness of energy issues among town residents.

The Energy Committee (EnCom) currently has five volunteer members serving staggered terms of one to three years. Our BOS liaison is Selectman Raid Suleiman. Meetings are held on the first Tuesday of each month from 7:00 to 8:30 p.m. at Town Hall (unless notified otherwise). Meeting times and locations are posted in Town Hall and on the Town's website, which also lists the agenda two days before the meeting.

EnCom meetings are open to the public, and all town residents are welcome to participate without becoming a member. We encourage people with expertise in energy/environmental issues to assist us as technical advisors on an ad hoc basis. Also, anyone can propose and work on energy projects of interest to them.

Goals and Responsibilities

EnCom's goals are to –

1. Save money for Boxborough taxpayers by helping to stabilize or reduce energy costs, primarily natural gas and electric bills for town buildings and waste disposal costs at the Transfer Station
2. Reduce the town's impact on the environment by using energy more efficiently and by cost-effectively recycling more waste.

To meet these goals, EnCom intends to –

- Track, or “benchmark,” town energy consumption, analyze the costs and benefits of energy efficiency improvements, and propose a plan to achieve target reductions in energy use
- Develop a community outreach program, including a website, to encourage conservation and efficiency, increase awareness of the economic benefits of recycling, and promote smart development
- Identify funding opportunities for proposed energy projects and write/process applications for grants and rebates.

Accomplishments

Throughout the year, EnCom representatives have met with town officials to discuss how we can help them reduce costs by making their buildings more energy-efficient (Police, Fire, Public Works, Blanchard School, Town Hall, and Library). We also applied with the Massachusetts Department of Energy Resources (DOER) for *free* benchmarking and auditing of town energy consumption, which should begin in 2010.

EnCom has also been working with DPW to make recycling easier and to increase awareness of waste disposal costs. For example, signs are being developed for posting at the Transfer Station to compare the town's cost of a bag of waste versus a bag of recycled material. Our goal is to hold the line on future increases in Transfer Station sticker prices.

EnCom gave a brief presentation at Town Meeting in May 2009 to introduce the committee. We also held a Home Energy Savings Seminar at Sargent Memorial Library in October 2009. The seminar, which was presented by an expert in home energy audits, gave town residents the opportunity to reduce their utility bills by implementing cost-effective energy efficiency improvements at home. EnCom also contributed new material to the town's latest Five-Year Master Plan.

Previously, members of EnCom developed a website to provide town residents with information on energy and environmental issues, as well as practical advice on how to control energy costs. The website (which is still available in a beta version at www.boxboroughcopath.org) is being redesigned and will be integrated with the Town's official website in 2010.

EnCom members have attended numerous meetings and webinars to stay abreast of state policies and programs, such as funding opportunities and incentives, and to learn more about the advantages and drawbacks of new technologies. Also, partnerships are being established with nearby towns – including Acton, Bolton, Carlisle, Concord, Groton, Harvard, and Maynard – so that we can emulate their successful strategies.

Current and Future Activities

EnCom focuses its work in three main areas:

1. Energy efficiency
2. Community outreach
3. Waste and recycling.

The ongoing and future priorities in these areas are as follows:

Energy Efficiency

Ongoing/near-term priorities (spring 2010)

- Explore possibility of Littleton Electric Light Department opting in to state Renewable Energy Trust/Clean Energy Center
- Support town energy consumption benchmarking and audit by state DOER

Mid-term priorities (mid-late 2010)

- Develop targets for reducing town energy consumption
- Seek BOS approval of target reductions and initiate affordable energy-efficiency measures
- Analyze costs and benefits of becoming a Green Community

Long-term priorities (2011-12)

- If cost-effective, qualify as a Green Community
- Exploit state funding for Green Communities, as well as federal funding

Community Outreach

Ongoing/near-term priorities (spring 2010)

- Promote awareness of new energy code in local building/contracting community
- Communicate with other towns' energy/environmental groups
- Place notices/articles in local press
- Host booths at community events

Mid-term priorities (mid-2010)

- Incorporate original website into town's official website

Long-term priorities (late 2010-2011)

- Explore Transition Town concept
- Initiate "Greening of Boxborough" campaign to encourage/reward businesses that increase efficiency and recycling

Waste and Recycling

Ongoing/near-term priorities (spring 2010)

- Work with DPW to determine the costs of recycling vs. waste disposal and to post conspicuous signs at Transfer Station advertising the economic benefits of recycling

Mid-term priorities (mid-late 2010)

- Continue to encourage recycling by launching an awareness program (print and/or web-based), including handing out flyers at Transfer Station
- Work with DPW to determine the economics and logistics of compacting recycled material

Long-term priorities (2011-12)

- Discuss with DPW the economics of roadside pickup

SARGENT MEMORIAL LIBRARY

Library usage has increased each year since the new library opened. In 2009, 83,502 people visited the library, a 200% increase from the 41,413 visits in 2005 when an automated people counter was installed. The downturn in the economy has highlighted the value of services provided to residents by their public library. 78% of Boxborough residents now hold C/WMARS (Central/Western Massachusetts Automated Resource Sharing) library cards. Circulation numbers have been even more impressive. In 2004, the last year in the old building, 25,394 items circulated. Library “items” are those materials checked out of the library such as books, DVDs, museum passes, magazines, music CDs, audiobooks, and our newest item types, Playaways, preloaded digital audiobooks and Kill a Watt energy consumption monitors. In 2009, 131,401 items were circulated through the library. This represents a 517% increase in the five years since moving into the new building.

During 2009 the community supported its library in many ways. All adult and family programs were extremely well attended. Linda Meyers, as “Abigail Adams: Madam President,” returned to a capacity crowd. Ellen Allard gave a demonstration of gluten free baking, Barbara Friedman held a job search and resume writing workshop, the Senior Tambourine Players amazed us with their energy and talents, Astronomer, Jon Devor gave a presentation on space and the planets, and Roger Tetreault led a spirited discussion of his hike along the Appalachian Trail. The ABRHS Madrigal Singers Holiday Concert has become a much anticipated annual event. Over 700 local children participated in the summer reading program in 2009. Alex the Jester highlighted the kick-off program, Peter & Ellen filled the library with music, the stars and planets of the “Nite Sky” were observed by the children from the Museum of Science’s inflatable dome.

The library staff works with other town departments for special programs. The Police, Fire, and Public Works departments, and Littleton Electric send representatives for the popular “Emergency Vehicle Day” held in the library parking lot as part of the summer reading program. The Youth Services Librarian, in coordination with the Boxborough Family Network, held four “Getting Ready for Kindergarten” events highlighted by all participants receiving their first library card. Boxborough resident Emilie Coolidge visits the library frequently with Lucy, a Reading Therapy dog, for “Pup & Pages”, a nationwide program to encourage reluctant readers and develop self esteem in children. Children and Young Adults attended three monthly book groups. The library adult book group, now in its tenth year, continues to accept new members and may require a move to the large meeting room.

The library’s excellent A/V system has made wonderful programming possible. We joined with the Acton-Boxborough Cultural Council for a Foreign Film festival held in the meeting room on six Thursday evenings. Monthly movies for seniors has turned into a weekly event by popular demand. Blanchard School classes hold movie night at the library as a special event. The library meeting room has also become a sought-after art gallery featuring local artists, Boxborough senior artists, and all Acton/Boxborough schools art classes, with changing exhibits adding to the attraction of the library and the culture of our small town.

This year the meeting room was booked for 350 programs and meetings of community groups including Boxborough Leadership Forum (BLF), Board of Selectmen, Board of Health, Recreation Commission, Energy Committee, Town Counsel seminars, BITcom, Planning Board, Solid Waste Committee, Acton/Boxborough Regional School Committee, Acton/Boxborough Cultural Council, Town of Boxborough Public Forum/Ice Storm, Town of Boxborough All Boards Meetings, Finance Committee, Social Services Committee, Agriculture Committee, Steele Farm Committee, Airport Study Committee, Emergency Reserve Corps, Council on Aging, the Boxborough Conservation Trust, the Boxborough Garden Club, Friends of the Library, Friends of the Council on Aging, Boxborough Democratic Committee, Boxborough Republican Committee, 495 Action Group, Boxborough Neighbors, Nashoba Home Schoolers, Massachusetts Board of Library Commissioners (MBLC), Central Massachusetts Regional Library System (CMRLS), A/B Youth Baseball, A/B Youth Soccer, Blanchard Memorial Extended Day Program, A/B Parent Involvement Program (PIP), Blanchard Destination Imagination Program, Shine Tax Preparation, AARP Tax Preparation, Boxborough Family Network, Local Home Associations Annual Meetings, Blanchard PTF, meetings with or office hours for local and state Representatives (Jamie Eldridge, Jen Benson, aides for Sen. John Kerry and Sen. Kennedy), Lyme Disease Forum (Lymelites), Boxborough Eco Path Committee, First Connections, A/B Arts Are Essential Group, MA Municipal Association, MA Coalition of Affordable Housing, Minuteman Local Group on Inter-local Coordination (MAGIC), the Girl Scouts and Boy Scouts, and the Acton-Boxborough United Way.



Library users may access the internet from our Wi-Fi building using the library computers or their own laptop computers. The purchase of TixKeeper software enables the web visitor to reserve online one of the many museum passes provided by the Friends of the Library and local businesses. The circulation for the library museum passes has increased 300% since adding this new service. The library also has access to a large number of online databases which provide students, researchers, and other users with access to magazine and newspaper articles, reference book entries, profiles, and statistics on a wide variety of

subjects. These databases are available through the library computers as well as remotely through the home or office computer. Access to these databases is made possible through the library's membership in the Central Massachusetts Regional Library System (CMRLS), the Central/Western Massachusetts Automated Resource Sharing network (C/WMARS) and the Massachusetts Board of Library Commissioners (MBLC). More than 10,000 people logged onto the library's patron access computers in 2009 and the library website received over 55,000 hits.

The generosity of Friends of the Boxborough Library continues to fund most programs, activities, and museum passes at the library. In 2009, many local businesses donated to the Friends of the Library to support the increased purchase of museum passes. 800 museum passes were borrowed at the library this year. The Sargent Memorial Library Foundation continues its Annual Fund efforts. All proceeds directly benefit the library's collection of materials. Library volunteers, including several in the Senior Tax Work Off program and Acton and Boxborough students fulfilling community service requirements, worked over 1,200 hours at the library in 2009.

The staff of the Sargent Memorial Library was deeply saddened to learn of the death of Elaine Garabedian, former Library Trustee, on October 23, 2009. Elaine resigned as a member of the Board of Library Trustees in May after 15 years of service. Over the years she volunteered countless hours to the Town of Boxborough. She was an active member of the Library Building Committee, the Boxborough Neighbors, and a former member of the Council on Aging. Elaine was an enthusiastic supporter of the arts and the library. An avid reader with varied interests, she routinely engaged the staff in discussions about books, movies, theater, music, tennis and politics. She was an expert at cooking, knitting, and quilting and loved to travel. Elaine was a true Renaissance woman. She is greatly missed by all her friends at the library and the many people whose lives she touched in Boxborough.

Respectfully submitted,
Maureen Strapko, Library Director

BLANCHARD MEMORIAL SCHOOL

The 2008-09 school year continued with its current leadership model of: Dr. Curtis Bates, Superintendent/Curriculum Director; Ms. Maryellen Driscoll, Principal; Dr. Sandy Daigneault, Director of Pupil Services; Mr. Charles Mahoney, Business Manager, and Mr. Anthony Tomah, Director of Information and Communication Technology, as members of the Leadership Team.

The Blanchard School eagerly welcomed the following new staff members for the 2009-10 school year: Ms. Jennifer Scheufele, Grade Four Teacher; Ms. Amy Call, paraprofessional; Kelly Morrissey, paraprofessional; Jennifer Flannery, kindergarten para-professional; Megan Mayo, kindergarten paraprofessional; Sudha Jeyaseelan, kindergarten paraprofessional; and Swati Sinha, Extended Day.

Blanchard Memorial School is a very active and vibrant center of the Boxborough community. The excellent teachers and curriculum provide outstanding educational opportunities for the children in the pre-kindergarten through sixth grade. The 2008-09 school year ended with an enrollment of 522 students. On October 1, 2009 we recorded an enrollment of 494 students. In the fall, the school hosted open houses and curriculum information nights for both the primary and intermediate grade levels.

Staff members continue to concentrate their professional development activities on:

- providing a systematic and sequential instructional framework that will allow all students to develop mastery of the basic skills of reading and providing the foundation for a 3-tiered instructional model;

- exposing educators to high-impact learning instruction to foster high performance and skill building as designed by the *Houghton Mifflin Reading Program*, which is a scientifically research-based, systematic core reading program;
- gaining a better understanding of the needs of English Language Learners through professional training in English Language Learners and Sheltered English Instruction through on-site graduate level courses; and
- continuing to improve instruction and communication through the use of technology.

For the first time, Blanchard Memorial School offered a fee-based, full-day kindergarten option for parents/guardians in September, 2009. Parents/guardians have the choice of enrolling their child in a fee-based, full-day program or a non-fee, half-day kindergarten program. Under the current law, all school districts in the Commonwealth must provide for a half-day session of kindergarten; therefore, fifty percent of the cost for kindergarten is funded by the school's regular operational budget. The remaining fifty percent of the cost for the full-day kindergarten program is funded by a \$3,500 tuition which was approved by the School Committee in January, 2008. On October 1, 2009 the kindergarten enrollment for the 2009-2010 school year identified 44 students enrolled in the full-day kindergarten program and two students enrolled in the half-day program.

The Kindergarten Philosophy is that the Blanchard Kindergarten forms the bridge between home and school and should provide successful experiences which are of continuous and interrelated in nature.

Our early childhood learning environment is a child-centered, comfortable place where children and adults interact in a secure and relaxed atmosphere. The environment is one that provides for all areas of development which include the specific social, emotional, motor and cognitive requirements of early childhood. Our kindergarten program provides these experiences, beginning at each individual level and progressing as far as possible.

The Blanchard School Extended Day Program offers before and after school care for children in grades K-6. The program opens at 7:00 a.m. and closes at 6:00 p.m., Monday through Friday, following the school calendar. The Extended Day Program is designed to allow children freedom to choose among such activities as arts and crafts, nature and science, games, cooking and sports. A quiet study area is available for students who wish to do homework. Outdoor recreation periods are scheduled daily and nutritious snacks are provided.

The enrollment for our Extended Day Programs grades K-6 is 83 students in morning and afternoon programs. The Extended Day Program offers activities such as: Teacher/staff Tea, Family Fun Night, apple picking at Honey Pot Hill Orchard in Stow, field trips to a movie theater, and hula hooping with In Motion Fitness. The program also offers soccer, beginning crochet, flag football, gym potpourri and MAD Science activities.

The Extended Day professional staff consists of a Director, Head Teachers, Teacher Assistants, and a number of high school students who assist in the program under the direction of the teachers. All Head Teachers must hold a Bachelor's Degree in Education or a related field.

The Blanchard music program continues to be a significant part of the life of the school. We have 62 students involved in our chorus and vocal ensemble programs and over 130 band members who all study their instruments with private teachers. The chorus and band programs share their musical talents twice a year with winter and spring concerts. Both musical groups also participate in performing for the Boxborough Senior Luncheon sponsored by the Blanchard PTF. The Blanchard Advanced Band earned a gold medal at the Massachusetts Instrumental and Choral Conductors Association (MICCA) Concert Festival on April 4, 2009. As a result, they performed as part of the MICCA "*Stars at Symphony*"

Concert at Symphony Hall in Boston on April 18, 2009. We also had one student earn a gold medal and one student earned a bronze medal at MICCA's Solo and Ensemble Festival on May 9, 2009.

Blanchard School continues to support active participation in the Destination Imagination program. Seven teams from Blanchard participated in the Destination Imagination regional tournament in Chelmsford where teams demonstrate their time management, critical thinking and problem solving skills. One team competed at the State finals at Worcester Polytechnic Institute. To assist in building a positive school culture, Blanchard hosts a Community Meeting once a month where all staff and students end the day together sharing interests and talents.

Nancy Settle-Murphy and Lorrie Clark are the co-chairpersons for the Boxborough Special Education Parent Advisory Council which hold monthly meetings and sponsor informational programs during the school year. The Special Education Parent Advisory Council (PAC) is a state-mandated group made up of parents or any interested parties who meet on a regular basis to advise the school district on the education and safety of students with special needs, as well as provides other resources for children with disabilities and their families.

Blanchard School continues its partnership with Abitibi Consolidated Recycling Division for our paper recycling program. The entire school participates in this project-based learning experience. Working in small groups, 6th grade students have the responsibility of doing weekly recycling collections throughout the school. During 2009, the school collected 25.33 tons and earned \$126.65 for the recycled paper. Blanchard also recycles cardboard, which is picked up once a week by the Boxborough Department of Public Works and is brought to the Transfer Station to support the Town's recycling program. We are very grateful to the Boxborough community members for their continued support to this project by dropping off their recyclable paper.

Blanchard Memorial School's successes could not be realized without the support of a very active parent volunteer program. Mary Halvey Dove and Debra Lundquist coordinate the Blanchard Parent Volunteer Program which organizes Room Parents and Academic Volunteers for each classroom. The Parents, Teachers, Friends (PTF) organization is also a very active and supportive group. Paula Grieco serves as President. This group organizes a variety of fundraisers which support programs for students at Blanchard. It also awards approximately \$15,000 in teacher grants for specific activities and enrichment programs.

In April 2009, the Boxborough School Committee authorized the establishment of a Feasibility Study Subcommittee. The Subcommittee was charged with gathering information about a variety of administrative options for the future of the Blanchard School. The Boxborough School Committee reviewed the administrative structure five years ago. However, over the past five years, the following changes have impacted the school community:

- Enrollment has continued to decline.
- Federal and state reporting requirements have increased.
- The financial outlook for the school and town continues to be difficult.

The Subcommittee is expected to make its recommendations to the Boxborough School Committee in January, 2010.

We wish to thank and recognize the Boxborough School Committee for its leadership and guidance. The members of this committee continue to support the numerous programs and the budget needs for the students of Boxborough. We also wish to thank residents and other town leaders of Boxborough who generously appropriate the needed funding in the FY2009 budget to help maintain a quality educational program.

On behalf of the Boxborough School District's Leadership Team, I wish to thank the Blanchard students, staff, parents/guardians, School Committee members, town leaders, and community members who continually assist in making our daily endeavors a rewarding and enjoyable experience.

Curtis A. Bates, Ed. D.
Superintendent/Curriculum Director

Grants

(Submitted by Charles F. Mahoney, School Business Administrator)

The Blanchard Memorial School continues to look and apply for a range of state and federal grants. Grants include:

- **Teacher Quality Grant** money is used to provide professional development that will improve content knowledge and instructional practices, recruit and retain highly qualified teachers, and increase the number of highly qualified teachers. It also funds technology workshops, writing workshops, DIBELS training and Math Concepts training.
- **Enhanced Education Through Technology Grant** money is used to provide professional development in the use of technology, to promote curricula and strategies that integrate technology, and to use technology to improve academic achievement and competence.
- **Special Education Entitlement Grant** money is used to provide eligible students with funds and activities essential for their success. It also funds an Occupational Therapist for Preschool, a K-6, Physical Therapist, and part of a SpEd Paraprofessional.
- **Special Education Early Childhood Grant** money is used to provide high quality, inclusive programs for preschool and kindergarten students, to support transitions from Early Intervention to preschool and kindergarten, and to partially fund a Preschool paraprofessional.
- **Title I** funds are used to provide support services toward achieving the standards of the curriculum frameworks, and partially fund Math Specialist.
- **Early Childhood Grant** funds are used to fund the Kindergarten screening.
- **Safe and Drug Free Schools** funding is used to help support a safe and drug free learning environment and to develop behavioral interventions as part of the classroom management. Funds are used for the Emerson Hospital Youth Risk Survey and the Middlesex Partnership for Youth Program.
- During the 2008/2009 school year, Blanchard also received funds from the ARRA (American Recovery and Reinvestment Act) to use towards the decrease in Chapter 70 funds to the Town.
- Blanchard School also received **ARRA Grants** for the 2009/2010 school year as part of the stimulus program. State and federal grants for this current school year totaled \$208,885, an increase from prior years.

The Blanchard Memorial School has also received funding through the School Choice program for FY 2009 in the amount of \$204,850 and for FY 2010 it is anticipated that we will receive \$207,021. These funds are used mostly for salaries for educational staff.

Blanchard continues to offer the Extended Day Program. The program is fully funded through charges for services. It is expected that this program will help towards custodial and other building costs.

A full-day kindergarten program started in FY 2010. Tuition received is used to fund salaries of the kindergarten teachers and aides.

Blanchard also received notification from the Littleton Electric Light and Water Department of their continued gift in the amount of \$5,000 to be applied towards science purchases. This year the grant was used to purchase several Eno Boards for the classrooms.

Library

(Submitted by Connie Long, Library Media Specialist)

In an educational and work world so critically dependent on the flow and understanding of an ever-growing and shifting information base, it is fundamentally important that all learners have the best and most efficient window on information access. The library plays a key role by teaching students the skills required to become information literate in the 21st century. Mrs. Long follows a comprehensive scope and sequence for the information literacy program and will often teach collaborative lessons that support classroom units of inquiry and address technology standards. Regular visits to the Library Media Center also establish a foundation for love of reading and foster an appreciation of literature. An important outcome is to develop the habit and enjoyment of reading and learning, and the use of libraries throughout each student's life.

Every student and staff member at The Blanchard Memorial School has access to the Library Media Center. Students come with their class to the library on a weekly basis to check out books and participate in lessons that integrate information literacy and technology skills with the school curriculum. Students select books to read for both pleasure and information. School staff members also check out books and other resources to support their teaching. Teachers and students use the library resources when teachers bring classes to conduct research and use the computers. The library has been designed to meet the very diverse needs of the broad age and interest range found at Blanchard Memorial School. The library space is used after school by the Boxborough community for meetings and group activities.

The library is a well-equipped resource center with over 13,000 titles. Mrs. Long continually works to maintain a collection that is curriculum relevant, enhances classroom thematic units, and appeals to student interests. New titles are considered for purchase based on a number of criteria. These include, but are not limited to: support of a standards-based curriculum, student interest, award winners, and teacher/student requests. All the new books are processed and entered into the automated Winnebago Spectrum System. Students are taught the skills necessary to use this search tool starting in the third grade.

Mrs. Long recruits and manages a group of over twenty volunteers. Mrs. Long is grateful for volunteers and their dedication and efforts to maintain a well-run library. She also wishes to extend her thanks to the school committee, faculty, administration, and the PTF for their support and to the Boxborough community, which continues to recognize and provide the resources that help to make the Library Media Center a place where students are challenged to reach their full potential in an environment that nurtures lifelong learning.

The Massachusetts Comprehensive Assessment System

(Submitted by Dr. Curtis A. Bates, Superintendent/Curriculum Director)

The Massachusetts Comprehensive Assessment System (MCAS) is a key component of the Commonwealth of Massachusetts Department of Elementary and Secondary Education (DESE) initiative to improve the achievement of every child in our state. The MCAS is designed to meet the requirements of the Education Reform Law of 1993. This law specifies that the testing program must:

- test all public school students in Massachusetts, including students with disabilities and limited English proficient students;

- measure performance based on the Massachusetts *Curriculum Frameworks* learning standards; and
- report on the performance of individual students, schools, and districts.

The MCAS program is used to hold school and districts accountable, on a yearly basis, for the progress they have made toward the objective of the *No Child Left Behind* Law that all students be proficient in Reading and Mathematics by 2014.

The Department of Elementary and Secondary Education for the Commonwealth of Massachusetts continues to reconcile aspects of the 1993 Massachusetts Educational Reform Law with the 2001 federal reauthorization of the Elementary and Secondary Education Act (ESEA) and the requirements established under the federal legislation of *No Child Left Behind* (NCLB). 2006 was the first year that students in grades three through eight throughout Massachusetts were required to participate in English Language Arts and Mathematics assessments. The goal of the continuous yearly assessments is for each school and district to begin to develop year-to-year comparative analysis of grade level and individual student progress. In the spring of 2009 the Department of Elementary and Secondary Education eliminated the History and Social Science assessment for grade five students due to budgetary reductions.

Performance and improvement ratings for Massachusetts public schools and districts are issued every two years. The Annual Yearly Progress (AYP) ratings are based on aggregate student performance on the MCAS tests. Performance is measured using a Composite Performance Index (CPI), a measure of the distribution of student performance relative to attaining proficiency. The ratings are used to track schools' progress toward meeting the goal of all students achieving proficiency in English Language Arts and Mathematics. The 2009 English Language Arts Performance Rating for Blanchard is *Very High*. The state target was 90.2; Blanchard's CPI was 94.8. The 2009 Mathematics Performance Rating for Blanchard is *Very High*. The state target was 84.3; Blanchard's CPI was 94.0. MCAS results have been reported to parents, Blanchard staff and administration. The results have been analyzed by members of our Curriculum Committees, MCAS analysis teams, and administration to assist in identifying areas of student success and challenge.

Below, are samples of the overall Blanchard Memorial MCAS scores for 2009. It is important to note that parents/guardians and teachers are provided with much more detail on grade level and individual student scores, in a variety of skill and content topics and subtopics:

- 71% of our grade three students scored in the *Above Proficient/Proficient* ranges for Reading, while 4% were in the *Warning* range. The state-wide scores were 57% and 10%.
- 80% of our grade three students scored in the *Advanced/Proficient* range for Math, while 4% were in the *Warning* range. The state-wide scores were 60% and 15%.
- 86% of our grade four students scored in the *Advanced/Proficient* range for English Language Arts, while 4% were in the *Warning* range. The state-wide scores were 53% and 11%.
- 83% of our grade four students scored in the *Advanced/Proficient* range for Math, while 4% were in the *Warning* range. The state-wide scores were 48% and 11%.
- 91% of our grade five students scored in the *Advanced/Proficient* range for English Language Arts, while 3% were in the *Warning* range. The state-wide scores were 63% and 8%.
- 90% of our grade five students scored in the *Advanced/Proficient* range for Math, while 3% were in the *Warning* range. The state-wide scores were 54% and 18%.
- 92% of our grade five students scored in the *Advanced/Proficient* range for Science and Technology/Engineering, while 4% were in the *Warning* range. The state-wide scores were 49% and 12%.
- 92% of our grade six students scored in the *Advanced/Proficient* range for English Language Arts, while 1% was in the *Warning* range. The state-wide scores were 66% and 9%.

- 83% of our grade six students scored in the *Advanced/Proficient* range for Math, while 1% were in the *Warning* range. The state-wide scores were 57% and 16%.

In the fall of 2009, the Commonwealth of Massachusetts' Department of Elementary and Secondary Education issued a report that describes a new method of interpreting student achievement using the results of the Massachusetts Comprehensive Assessment System (MCAS). "The Student Growth Percentiles (SGPs) were designed to measure how much a student's or groups of students' achievement has grown or changed over time. For K – 12 education in Massachusetts, the phrase "growth model" describes the method of measuring individual student progress on statewide assessments by tracking student scores from one year to the next. Each student in grades four through eight and ten with at least two consecutive years of MCAS scores will receive a *student growth percentile*, which measures how much the student gained from one year to the next relative to other students statewide with similar MCAS test score histories. Student growth percentiles range from 1 to 99, where higher numbers represent relatively higher growth and lower numbers represent relatively lower growth." (DESE, October 2009)

Blanchard Memorial School's 2009 District Summary for Student Growth Percentiles are:

Grade Four English Language Arts	Median SGP	60.5%
Grade Four Mathematics	Median SGP	49.5%
Grade Five English Language Arts	Median SGP	61%
Grade Five Mathematics	Median SGP	65%
Grade Six English Language Arts	Median SGP	55%
Grade Six Mathematics	Median SGP	31%

"The development of a statistically valid growth model in Massachusetts is intended to make it easier for instructional leaders to make inquiries and start meaningful conversations about good teaching and learning at the student and classroom levels, where the information can be most useful. It is important to keep in mind that the student growth percentile is another piece of data that educators may use to better understand their students' performance. There is a personal history behind every student growth percentile, a history that reflects the impact of the curricular and instructional program that the student experienced." (DESE, October 2009)

In Buxborough, the review of MCAS test scores, and now the Student Growth Percentiles, are seen as one of many ways to assess student progress and the success of our educational program. We will continue to take a systematic and disciplined approach to curriculum alignment and student instruction for the MCAS. Areas of improvement are identified and the MCAS analysis teams, committees, and administration design ways to implement research based "best practice" adjustments to the curriculum or instructional methods. We continue to align our curriculum with the Massachusetts State Frameworks and provide the knowledge and skills students need to be successful in all areas of academics, as well as standardized testing. The reasoned approach to data driven adjustments to curriculum and instructional methods is afforded to us because of an outstanding faculty and staff with a history of educational success, a supportive community, and children who respond positively to the quality education that the community of Buxborough expects. It is our hope that the Town of Buxborough will continue to support the quality education it has valued in the past, and that students' academic and social growth will continue to thrive.

Parents, Teachers and Friends (PTF)

(Submitted by Paula Grieco, President)

The Blanchard PTF is a volunteer organization comprised of parents, teachers, and friends. It has two primary roles. The first role is to provide programs and materials that enhance the educational, cultural, and social experiences of the children at the Blanchard Memorial School. The second role is to serve as a liaison between the home, school, and community. The PTF strives to accomplish this by maintaining open and consistent communication between the PTF and the Superintendent, Principal, teachers and staff at the school. The Blanchard PTF is a nonprofit organization with all revenue generated by fundraising and donations supporting a comprehensive array of enrichment programs and materials used in every grade level throughout the school. Fundraising programs for the 2008-2009 school year generated \$34,724 and included: an auction gala, fall gift wrap sale, Boxtops for Education, online shopping, and family donations. Family donations for 2008-2009 were \$5,610.

The Blanchard PTF funds a variety of enrichment opportunities including science, art, music, technology, the school library and the Destination Imagination Program. Arts and Science enrichment events included: Potato Hill Poetry with Poet in Residence, Black and White Photography, Artist in Residence, Tales from the African Tradition, Amazing Hero Art, Sol Y Canto, Tide Pools, Audubon Ark, Reason for Seasons, Habitat is Where It's At, Planetarium, Creature Teacher, Phases of Matter, Brain Pop, and more.

In addition, the PTF contributes financial support to the PTF Grants Program. The PTF Grants Program, which was established in 2000, awards grants in response to worthy written proposals submitted by members of Blanchard community. Grant proposals may be submitted for one of three deadlines during the school year (usually, October, January and April), and can be for any educational purpose, such as classroom enrichment activities (as opposed to core curriculum that is publicly funded by state and local resources), special equipment or supplies not found in the school operating budget, or professional development. Each year, a grants review committee is elected and is comprised of two teachers, three parents and two members of the PTF Board of Directors. The committee meets to review all grant proposals and issues written responses to all applicants within thirty days of the grant proposal deadlines. During the 2008-2009 school year, the PTF Grants Program awarded grants totaling \$12,046. Among the grants awarded were: pedometers for physical education and classrooms, Smart Board equipment, electronic response remote controls to track students' understanding of concepts, air purifiers for classrooms, Illustrator event for first graders, and other enrichment supplies and programs.

The Blanchard PTF, which became incorporated in 2003, is led by an elected Board of Directors and holds regularly scheduled general meetings throughout the school year. There is no membership fee and all Blanchard parents, teachers and friends in the Boxborough community are welcome and encouraged to attend. One purpose of these meetings is to provide participants the opportunity to exchange ideas and concerns with other members and with the Superintendent, Principal and other members of the Blanchard staff. At each meeting, the PTF budget is reviewed and discussed. A vote is taken, when necessary, to allocate PTF funds for specific requests. Upcoming social and fundraising events are also discussed as well as other pertinent PTF business. In addition, various guest speakers are invited to address the participants and may present information on a variety of topics, including existing or new academic programs, the MCAS exams, the school budget, health issues and the like.

The Blanchard PTF continues to recognize the importance of sponsoring social events that provide a safe and fun environment for Blanchard families and friends to enjoy. Among these events are the annual Pumpkin Walk, Bingo Night, Movie Night, Math nights in conjunction with Acton PIP, and the Mother's Day table. The PTF sponsors a Seniors' Luncheon each fall, providing Boxborough's senior citizens with a delicious meal prepared by Blanchard families as well as a musical performance by some of Blanchard's many instrumental or vocal performance groups. Each year the PTF sponsors a school-wide

community service project. Recent projects have been focused on making a positive impact on the environment including a “reusable bag challenge” and community-wide participation in Earth Hour. In February, the PTF sponsors the annual Teacher and Staff Appreciation Luncheon, at which time Blanchard families take part in preparing a lunch to express their thanks and appreciation for all that the staff and teachers do for the children and families of the Blanchard Memorial Elementary School. Throughout the year, the Hospitality Committee provides refreshments for a variety of events, including kindergarten screening and orientation and sixth grade graduation.

Another way in which the PTF supports the community is by presenting scholarships to Blanchard Alumni who graduate from the Acton-Boxborough Regional High School and who have made significant contributions to the Boxborough community. In 2008-2009, the PTF awarded two \$1,000 scholarships.

Approximately monthly, the PTF publishes a newsletter, The Blanchard Bits, which serves as its main instrument of communication between school and home. The 2008-2009 school year constitutes its fourteenth year of publication. It contains valuable information regarding school programs, important school news, upcoming events and town-wide notices, as well as articles contributed by the Principal, School Committee and members of the Blanchard staff, the PTF, and various community groups. Copies of the newsletter are available online at the PTF’s web site <http://www.blanchardptf.org>. Developed by parent volunteers, the PTF launched its web site in 2008 to expand communications with the Blanchard community. The PTF also publishes an annual school directory as a convenience for Blanchard staff, students and their families.

The PTF Board wishes to thank every single volunteer from our committee chair people to our parents and friends who help out with copying, providing food, and making calls – all of which make our programs so successful. Fun and worthwhile volunteer opportunities abound, so we continue to encourage all members of the Blanchard community - new and old - to jump in and make a difference!

Parent Volunteer Program

(Submitted by Suzanne Loonie, Mary Halvey-Dove, and Debra Lundquist, Academic Volunteer Coordinators)

We have an extremely strong parent volunteer program in place at Blanchard Memorial School. This program offers the community an opportunity to support the school system as well as provide the chance to be more actively involved in the education of our children. Our mission is to fill and support all academically related needs the school may have. The volunteer coordinators set the program in place at the beginning of each school year, working closely with faculty and staff to identify areas of need within the Blanchard curriculum. Then they survey the entire parent population and match areas of interest with volunteer opportunities.

One of our major goals is to involve a cross section of adults in the program including mothers and fathers as well as interested family members or friends. There are varied opportunities to assist before and after school as well as during school hours. There are also tasks which may be completed from home. Volunteers have traditionally brought a broad range of skills and talents to Blanchard. We consider ourselves very fortunate! These volunteers help to ensure that our academic programs remain vital and continue to grow.

Many volunteer opportunities exist within the school community, and we encourage everyone to consider volunteering in areas other than in the classroom. This provides an ideal way to get to know the faculty and staff as well as the student population. These areas include but are not limited to the science lab, library, health office, technology and the art room. In addition, volunteers provide support in the form of material creation and clerical assistance for support staff such as the reading support specialists and

guidance counselor. We are confident that our volunteer program allows our teachers and staff to focus more of their time and energy on developing and implementing an enriched curriculum, and is one of the reasons for Blanchard Memorial School's excellence. If you are interested in volunteering at Blanchard, please contact the school office.

Professional Development

(Submitted by Maryellen Driscoll, Principal)

Dedication to professional development is one of the most important commitments a school system and a teaching professional can make. It has the potential of enriching the educational opportunities for students.

Professional development is an ongoing opportunity and a tradition at Blanchard Memorial School. It is also an activity that the Department of Education expects to see demonstrated in each district and it is an effort expressed through clearly described financial and time commitments. In Boxborough, this obligation is met through scheduled early release professional development days, budgeted support for graduate courses, workshops, professional reading materials and the personal commitments made by our staff. Examples of improvements initiated from professional development are found in the adoption of new materials, models of classroom instruction and innovative uses of new technology.

During the 2008-2009 school year, professional development was focused on ELL training. In order for Blanchard staff to gain a better understanding of the needs of our English Language Learners (ELL), two on-site graduate courses were offered last year: Category 1-Introduction to Principles of Second Language Acquisition and Category 2-Introduction to Teaching Reading and Writing to ELLs in content areas.

Our 2009-2010 professional development had several areas of focus, the first being technology. Teachers were offered workshops detailing interactive whiteboard lessons and also had the opportunity to be trained on correct usage of video recording equipment. The overall goal of the technology workshops was to provide training to improve instruction and communication through the use of technology.

In November 2009 Maria Trozzi, M.Ed., director of the nationally renowned Good Grief Program at Boston Medical center, presented a workshop on loss and grief. Teachers learned specific classroom strategies to help students at each developmental age cope with change, loss transition, and crisis.

Finally, our last area of professional development centered on the Response to Intervention (RtI) model. Intervention and the Response to Intervention (RtI) have become interrelated topics of critical importance for teachers. This is particularly true at the elementary school level. No Child Left Behind (NCLB) and the Individuals with Disabilities Education Act (IDEA) both include provisions which require school districts to provide support for students who have difficulty keeping up with the day-to-day expectations. RtI can be thought of as an early detection, prevention, and ongoing system that identifies those students and provides them with the support they need before they fall behind. The IDEA Act (2004) encouraged states and school districts to use RtI to provide additional support for students with academic needs, regardless of disability classification.

Intervention provides the opportunity for all students to learn. It is a structured plan for providing instructional materials and activities to support student learning during class time, or in programs before school, after school, or during summer school.

The levels of intervention are typically referred to as tiers. RtI is typically thought of as having three tiers, with each tier having specific characteristics (Fuchs, Fuchs, and Vaughn, 2008), although some settings include more than three tiers for the intervention support.

In one of the RtI workshops, centered on math, Kerin Crockett focused on TIER 2: Target assistance in key mathematics concepts is designed for small-group settings in the classroom or as supplemental instruction provided by the classroom teacher, a mathematics specialist, or an instructional assistant. This additional time for mathematics may vary, but may range from 20 – 40 minutes, four to five times a week (Fuch, et al., 2008). Ms. Crockett provided an overview of the *Scott Foresman Mathematics Massachusetts Math Diagnosis and Intervention System*. She also reviewed the four components of the System: 1) Assessment, 2) Diagnosis, 3) Intervention, and 4) Monitoring.

In addition to the above professional development, teachers have been involved in various EDCO/CASE workshops, workshops sponsored by the Department of Education, self-selected workshops and graduate courses, and curriculum committees that meet on a regular basis.

School Council

(Submitted by Maryellen Driscoll, Principal)

Blanchard's School Council convenes six times during the school year. The Council is charged with advising the school principal in areas of budget development, school goals, professional development and authoring the annual School Improvement Plan.

Thanks and appreciation is extended to Blanchard's School Council.

2009-2010 School Council Members:

Maryellen Driscoll, Co-Chair

Erin Whyte, Co-Chair

Sharon Burke

Sarah Briones

Eileen Kassower

Maribeth Higgins

Patty Harrison

Shelley Lawson

John Fallon

Tracy Sierra

The 2008-2009 School Council recommends four goals in the area of Learning Environment for the 2009-2010 school year. These goals are the result of needs perceived within the staff and administration and from the School Council itself.

In the area of Learning Environment, the goals will focus on improving instruction to increase student learning. First, the Council recommends support for continuation of the new Houghton-Mifflin English Language Arts reading program which was implemented in 2008-2009. Second, the Council will support the continuation and better understanding of our English Language Learners (ELL) program in 2009-2010. Third, the Council supports the goal to continue to improve instruction through the use of technology. Finally, in this area, the Council will support the implementation of Response to Intervention (RtI) program.

Special Education

(Submitted by Dr. Sandra Daigneault, Director of Pupil Services)

The Boxborough Public School Department provides for the needs of students with disabilities from age three through sixth grade. In 2009, approximately 12% of Boxborough's students were eligible for special education services. Of these students with identified special needs, approximately 85% of them received all of their special education at Blanchard Memorial School. These students were all assigned to general education homerooms and most spent the majority of their school day in the mainstream setting.

Blanchard's professional special education staff includes fourteen licensed educators and therapists. These staff members are responsible for conducting necessary student evaluations to determine eligibility for special education, as well as completing associated documents, including evaluation reports, Individualized Education Programs (IEPs), and progress reports. A critical part of their job roles is to provide consultation to paraprofessionals, parents/guardians and general educators. Additionally, and most importantly, the special education department offers direct services to students, including: specially designed instruction, support, reinforcement, modifications, and individualized programs to address students' academic needs; speech/language therapy; occupational therapy; physical therapy; counseling; specialized social/behavioral programs; in-class general education support; and an Integrated Preschool which provides three- and four-year old students with and without special needs with a language-rich preschool curriculum based on developmentally appropriate practices.

In addition to the licensed staff, special education paraprofessionals serve students in preschool through grade six. Most paraprofessionals work in general education settings where they provide IEP-required support and modifications. They play an integral role in the successful inclusion of students with special needs. Other special education paraprofessionals work in our Learning Centers to provide small group or one-to-one instruction, under the planning and supervision of a special educator.

Blanchard Memorial School hosts a CASE (Concord Area Special Education) Collaborative class. The CASE Collaborative consists of fourteen local communities that join to serve students with low-incidence disabilities. Blanchard's class serves students in grades four through six who have social, emotional, and/or behavioral needs. The students and staff of the class are a wonderful part of our school community.

Each district is required to have a special education Parent Advisory Council (PAC). This year, Boxborough's PAC continued its work. Their kick-off event was the third annual Special Education Information Night, which included a presentation by the special education staff regarding various aspects of the evaluations that are conducted through special education. Some of hard-working, long-term PAC officers left in June 2009 as their children exited our district at the end of sixth grade. (Our thanks to them for their time and dedication!) A new group of energetic, committed officers was elected at the annual spring meeting, and they have been busily planning for upcoming supports and workshops for parents/guardians.

In 2009, we continued working on our school-wide goal of working toward a Response to Intervention (RtI) model. In RtI, all students are provided with high quality, research-based general education programs; then, assessments are used to identify at-risk students who need further intervention. A cycle of ongoing interventions and assessments continues until the child no longer needs extra interventions, continues reasonable interventions, or moves toward a referral to special education. We plan to continue RtI as a goal, seeking full implementation within 4-5 years.

Technology

(Submitted by Anthony Tomah, Communication and Information Technology Director)

In 2009, the Technology Department continued to assess professional development, and hardware and software needs of Blanchard Memorial School. This assessment led to the replacement of the school phone system, new video cameras and software for video-editing units being taught in the school library, and replacement of aging VCR players with dual DVD/VCR players to better accommodate classroom media needs. New networking switches were purchased to replace old and outdated switches in the main network closet. This allowed for faster and more reliable data transfers as well as freeing up space and reducing electricity costs by replacing 20 switches with four.

An effort was also placed on replacement of laptops and desktops. The potential replacements are mini notebooks, which are being piloted in one sixth grade classroom and two special education classrooms. The cost of the notebooks is roughly one third the cost of a full-size replacement system while providing the same basic functionality as a full-sized system.

We continue to replace LCD projectors as needed and expand where possible.

One of our biggest educational initiatives has been a concentration on technology interactivity within the classroom. Not only has this brought us to consider more SMART Boards in each classroom but also allowed us to investigate alternatives to SMART Boards. We eventually invested in Eno Boards, made by Polyvision. Due to their lifetime warranty, there are no wires or electricity necessary to operate them and they also serve as a whiteboard so there is no whiteboard space lost due to installation. This will also allow us to expand our current SMART Board investments by placing these used but functional boards in classrooms that never had an interactive board before.

Finally, one of the most important, yet transparent, improvements the Technology Department worked on diligently was the creation of student network accounts to allow safe file storage and retrieval, protect against data theft or loss, and give the students a sense of ownership and investment.

During the summer of 2009, there was also an effort to investigate the consolidation of software and services by looking at purchasing a new student information system to replace three current systems. This new system would also provide grade book functionality to teachers for daily grade-keeping, lunch counts, and parent portal access to allow parents to see homework assignments and/or other information pertinent to their child.

Blanchard Memorial School Staff

NAME	POSITION	FIRST APPT	EDUCATIONAL BACKGROUND
Barnett, Eileen	Art	09/99	Southern Conn. State College, B.S.
Baron, Sandra	Learning Center	09/00	Fitchburg State, B.S.
Bates, Dr. Curtis	Superintendent/ Curriculum Director	07/06	Boston College, Ed.D. Fitchburg State College, M.Ed. Fitchburg State College, B.S.
Bondaruk, Katherine	Grade 6	09/02	Lesley College M.Ed. Lesley College B.S.

NAME	POSITION	FIRST APPT	EDUCATIONAL BACKGROUND
Boudreau, Carol	Kindergarten	09/97	Worcester State College, B.S.
Callaghan, Margaret	Music/Chorus	09/02	Central Michigan University, B.A.
Cammarano, Tracey	Occupational Therapist	2/08	Washington University, M.S. Calvin College, B.S.
Crockett, Kerin	Grade 5	9/04	Fitchburg State College, M.Ed. Bridgewater State College, B.S.
Daigneault, Dr. Sandra	Special Education Director	09/80	Boston College, Ed.D. Fitchburg State, M.Ed. Rhode Island College, B.A.
Daniel, Katherine	School Nurse	12/01	University of MA, Lowell, B.A. Westbrook College, A.S.
Dimen, Jason	Grade 6	9/03	Seattle University, M.A. Boston University, B.S.
Driscoll, Maryellen	Principal	07/05	Salem State College, M.Ed. St. Bonaventure University, B.S.
Flaherty, Karen	Reading Support	09/98	University of MA, Lowell, B.A.
Fennema, Danielle	Special Ed. Educator	9/08	Regis College, M.A. Kansas State University, B.S.
Follett, Lawrence	Grade 4	10/93	University of MA, Lowell, M.A. University of MA, Lowell, B.S..
Garcia, Christine	Psychologist	09/02	Tufts University, M.A. University of Tampa, B.A.
Geran Julia	Grade 1	09/73	University of Vermont, B.S., Ed.
Goehring, Luanne	Reading Support	09/99	University of MA, Lowell, M. Ed University of MA, Lowell, B.S.
Grady, Lauren	Grade 4	09/00	Lesley College, M.Ed. University of Massachusetts, B.A.
Guilmette, Robert	Physical Education	09/99	Bridgewater State College, B.S.
Higgins, Maribeth	Extended Day Program Director	09/08	Salem State College, B.S.
Hogan, Mary	Kindergarten	09/94	California State College, B.A.

NAME	POSITION	FIRST APPT	EDUCATIONAL BACKGROUND
House, Judith	Grade 1	09/97	Fitchburg State College, B.S.
Hulbert, Faith	Grade 3	11/85	St. Michael's College, B.A.
Ingham, Marga	Primary Learning Center	09/00	Providence College, B.A.
Kilcommins, Kristen	Kindergarten	09/08	Salem State College, B.S.
LaVigne, Janet	Grade 6	09/00	Regis College, M.A. Merrimack College, B.A.
Long, Constance	Librarian	09/06	Salem State College, M.Ed. University of Oregon, B.S.
Luck, Phyllis	Grade 4	09/97	Fitchburg State College, B.S.
Mahoney, Charles	Business Manager	8/05	University of MA, Boston, M.B.A. Suffolk University, B.S.
McLean, Deb	Integrated Preschool	09/04	Wheelock College, M.A. Salve Regina College, B.A.
McMaster, Susan	Math Support	09/01	Lesley College, M.Ed. University of MA, Amherst, B.A.
Melbourne, Nancy	Grade 6	09/06	Mt. Holyoke College, B.A.
Neuman, Jill	Grade 1	09/99	Hofstra University, M.A. University of Maryland, B.S.
Noke, Rebecca	Grade 5	09/00	Framingham State College, B.A.
Owen, Sheila	Grade 3	09/03	Lesley University, M.Ed. Framingham State, B.A.
Pavlik, Mary	Grade 2	11/92	Lesley College, B.S.
Peterson, Betsy	Instructional Technology Specialist	09/07	Northeastern University, M.Ed. Stetson University, B.S.
Plunkett, Cynthia	Grade 1	09/83	Framingham State College, B.S.
Phillips, Lisa	Speech/Language Pathologist	09/07	Northeastern University, M.S. Assumption College, B.A.
Reaves, Karen	Grade 3	09/91	Boston College, B.A.

NAME	POSITION	FIRST APPT	EDUCATIONAL BACKGROUND
Sands, Jessica	Grade 5	09/06	Lesley University, M.Ed. Stonehill College, B.A.
Scheufele, Jennifer	Grade 4	09/10	Framingham State College, M.Ed. Framingham State College, B.A. Ed.
Shanahan, Dan	Physical Education	09/07	University of Maine, B.S.
Smirlock, Robin	SpEd Teacher	09/93	Lesley College, M.Ed. University of Hartford B.S.
Sperazzo, Mary	Grade 3	09/98	Lesley College, M.Ed. Fitchburg State College, B.S.
Sullivan, Ellen	Occupational Therapist	09/02	Springfield College, M. Ed. Fitchburg State College, B.S.
Thoman, Elizabeth	Grade 4	09/01	University of MA, Lowell, M.S. Framingham State College, B.A.
Tomah, Anthony	Comm./Info. Tech. Dir.	07/08	University of Maine, M.Ed. University of Maine, B.S
Twomey, Lannon	Speech/Language Pathologist	09/07	MGH Institute of Health Professions, M.S. Providence College, B.A.
Walsh, Gail	Guidance Counselor	09/04	Cambridge College, M.A. Skidmore College, B.A.
Weisberg, Jennifer	Speech/Language	09/02	Northeastern University, M.A. University of Massachusetts, B.A.
Wheeler, Linda	Grade 2	09/85	Fitchburg State College, M.Ed. Framingham State College, B.S.
Whyte, Erin	Grade 5	09/00	Lasell College, B.A.
Yauckoes, Leslie	English Language Learner	09/08	University of MA, Lowell, M.Ed. University of MA, Lowell, B.A.

ACTON-BOXBOROUGH REGIONAL SCHOOLS

Education Report, September 2008 – August 2009

The 2008-2009 school year once again witnessed a myriad of activities that added to the learning experiences of all our students. As an educational community committed to excellence in all our endeavors, the Acton-Boxborough Regional Schools continued to develop, research, and further enhance our curricular and instructional skills and course offerings. With a culture that believes in supporting all learners, we are proud of our accomplishments over the past year and anticipate that even greater successes lie ahead.

Enrollment

The junior high school enrollment for October 1 increased by 31 students, from 986 to 1,017, with no school choice students remaining. Of this number, two were children of out-of-town staff members, and fourteen were special education students attending out-of-district schools.

The high school enrollment decreased from 2,010 to 2,005, a difference of five students. There were 66 school choice students at the high school – a decrease of five students from the previous year. Of the total number enrolled, 46 were special education students attending out-of-district schools.

Personnel

Staffing changes for the 2008-09 school year were affected by the June 2008 retirement of seven Acton-Boxborough Regional teachers. Leaves of absence for six teachers were granted, and six resignations were received. The 16.3 ABRSD full-time equivalent new teachers who were hired filled these vacancies and additional openings.

Curriculum and Instruction

Reflecting on what has been accomplished over the past year, one is constantly reminded that the Acton-Boxborough schools are committed to providing all students with academic and problem-solving skills essential for personal development, responsible citizenship, and life-long learning. This year was no exception, filled with opportunities and challenges in the areas of *curriculum, instruction, and assessment*. **Curriculum** is considered to be “*what we teach children.*” **Instruction** is “*how we teach children.*” **Assessment** is “*how we measure what children learn.*” Curriculum is at the core of each and every activity that takes place within the school purview, and since it is the *what*, the *why*, and the *how* of all actions and interactions, the learning expands at an ever-increasing rate. Therefore, our curriculum continually challenges students to think critically about information in order to solve problems in our ever-changing society. It must also challenge our students to use information creatively to enhance and enrich all of our lives.

Our schools are focused on a culture of achievement in which all learners can attain success. All our resources focus on actualizing this belief. Students learn continuously and are surrounded by others – teachers, administrators, and other adults – who are also continuously engaged in the process of learning. Creating a community of learners requires a dedication to continuous improvement on the part of all students, staff, and parents. Our major purpose is to maximize the performance of all student learners and to maximize the accountability and delivery of support systems for access and equity for all.

This year, we began a cycle of *continuous improvement* to review curriculum in a systematic way, while providing professional development specifically designed to create a community of learners dedicated to assuring that all of our instructional programs are responsive to the needs of all our students.

Throughout the year, I have had the privilege of meeting with curriculum leaders, teachers, students, parents and many other groups and committees who represent the academic and culture of our curriculum

and who understand that, in order to be effective, we must continually reflect upon our practices and the world in which we live.

We take pride in the range and depth of our educational program, its commitment to ongoing curriculum renewal, and its efforts to ensure that the instructional programs are responsive to the needs and interests of all our children. We will continue to offer strong academic programs with opportunities for exposure to a wide range of experiences. Curriculum is an ongoing process. It is the roadmap that guides the delivery of instruction and assessment. Curriculum needs to undergo periodic review to respond to the varied and changing needs of students to meet the standards. Therefore, we will review the curricular objectives and align those objectives with state and other learning standards to ensure that all students are benefiting from articulated curricula.

The following affords me the opportunity to share with you a snapshot of the incredible work that happened this year in our districts and to acknowledge and celebrate all that we do for the children of Acton/Boxborough – both in our classrooms and beyond the walls of the schools.

Science . . .

At the junior high, teachers:

- Incorporated Global Warming into the existing curriculum.
- Piloted a new Holt chemistry text.

At the high school:

- In our effort to continue to offer students the opportunity to pursue their interests in science, the department introduced two new courses: Engineering Principles and Oceanography. Both were popular and well-attended single semester courses. The current plan is to offer these courses every other year opposite other existing electives.
- AP Biology teacher Brian Dempsey was one of 34 teachers in the US, Canada and Puerto Rico to receive an Amgen Award for Science Teaching Excellence. Brian was recognized for his "significant impact on the learning and interest of the future generation of scientists."
- AB continued its tradition of excellence in academic performance in the sciences: The Science Team placed third in the 2009 Massachusetts Science Olympiad.
- A total of 194 students took AP exams with average scores of 4.8 in Biology, 4.7 in Chemistry, 4.4 in Environmental Science, and 4.2 in Physics.

World Languages . . .

At the junior high:

- We have continued to integrate technology into the World Languages classroom through cultural, vocabulary, and grammatical presentations and activities. On-line activities were created for student use at home.
- An assessment of comparable schools' Mandarin programs was conducted through site visits and interviews. Mandarin textbooks were reviewed, and a preliminary curriculum was developed.

At the high school:

- Forty students of Spanish were inducted into the National Spanish Honor Society.
- Ten students of Latin were inducted into the National Latin Honor Society.

- Twenty-four students of French were inducted in the National French Honor Society.
- Forty students received World Language Department superlative categories for their language achievement; all students received prizes.
- Six students were honored with awards for the highest achievement in the highest level of their language.

Mathematics . . .

At the junior high:

- A chapter on Probability and Counting Methods was added to the seventh grade curriculum.
- Seventh grade began the year leveled into mathematics classes; the transition was very successful.

At the high school, staff:

- Revised and clarified the process by which capable students in grade 8 STD Math can prepare in Summer School to enter Algebra I AE in grade nine.
- Clarified the *Program of Studies* and override process.
- Identified the need for a non-AP Calculus course for students who are accelerated but who are strong enough or interested enough to take an AP course.

English Language Arts . . .

At the junior high:

- Seventh grade ELA teachers visited the sixth grades at all of the elementary schools and eighth grade teachers visited the 9th-grade ELA classes at the high school to foster inter-district sharing and collaboration about writing.
- A seventh grade mystery unit and an eighth grade environmental unit were created as part of summer curriculum R&Ds.
- Staff continued implementation of the six traits of effective writing.

At the high school:

- The growth of American Studies has been extraordinary! We now have five sections of the interdisciplinary course and two teaching teams.
- Collaboration on curriculum continued between eighth and ninth grade English teachers, including a shared R&D during the summer of 2008.
- The ABRHS Guide to Research and Writing was revised, based on the new MLA guide.

Social Studies/History . . .

At the junior high:

- *Theater Espresso*, an educational interactive theater group, came to our school for two wonderful performances. The eighth grade performance was about the *Little Rock Nine*, and the seventh grade performance was about the Japanese Internment Camps. Grades seven and eight found meaningful ways to integrate these topics into the curriculum, both emphasizing the importance of active citizenship and involvement.

- Grade eight continued to work on finding new primary source materials and creating new activities that enrich the new unit on India.
- Grade seven has created/revised projects and activities to include some local geography and American geography in the first unit. Grade seven has also created a new improvisational activity about Native Americans.

At the high school, teachers:

- Continued to monitor the introduction of a US History MCAS.
- Continued to revise the World History curriculum to include materials on Russia and to revise materials previously in the Silk Road unit to reflect other changes in the eighth-grade curriculum.
- Implemented the recommendations of the summer R&D for American Studies to create more spaces in the curriculum for shared instruction and assessments.
- Updated and revised the *ABRHS Guide to Writing and Research*.
- Continued to provide professional development to deepen understanding of the curriculum through book groups.

Physical Education and Health . . .

At the junior high, staff:

- Updated the technology capabilities to accommodate the new curriculum.
- Incorporated Life Skills student videos into Grey Block news programs.

At the high school, staff:

- Administered the High Five Program and Physical Education Field Trip.
- Held a successful Health and Physical Education Awareness Day.

Library/Media . . .

The junior high and high school:

- Evaluated the district's library programs, resulting in a long-range plan.
- Continued to expand the District Curriculum Library and to make the resources available to staff.

Performing Arts, Visual Arts, Instructional Technology, and Information Technology...

- See the 7-12 sections that address each of these topics in greater depth.

District-wide Initiatives, 7-12

Professional Development

- Numerous book groups were held to discuss research in teaching and learning, content, and pedagogy.
- Two follow-up 6 Traits workshops for teachers were held in the fall to focus on grade level literature and lessons.
- A Professional Development Lending Library was enriched and expanded upon to add more books, videos, and DVDs about relevant school-based and district-wide curricular and pedagogical endeavors.

- A Global Awareness committee was formed to develop a mission and action plan to help focus work in the coming years. It has defined Global Awareness as a process that leads to understanding of a rapidly transforming world. We want our students to become compassionate, effective, and knowledgeable citizens who will fully participate in a global society. In order to do this, our students must develop cross-cultural understandings, realize the impact of global and regional resources, and recognize the interconnections of local and global decisions. In our schools we recognize the need to respond to the changing society in which we live, as well as to prepare our students for a society that is still evolving. Moreover, we must acknowledge that role as the very essence of curriculum development, leading the evolution of schooling in line with the changing society and emphasizing the key role that curriculum development plays in education.
- Curriculum, Instruction and Assessment (CIA) committee meetings were held in all curricular areas to review and update action plans, share MCAS reports and conclusions, finalize plans for the November Professional Development Day, and complete the first year of the Visual Arts curriculum.

Wellness

During the spring, the School Committee approved the Wellness Policy, which includes four categories: Nutrition Education, Nutrition Standards, Physical Activity, and Other Events. Each school has planned the implementation of this policy.

The following represents a sampling of the activities that took place this year:

- A forum was held to share the Youth Risk Behavior Survey results.
- Seventh Annual *Project Wellness*: a 7th-grade conference for parents and students on a variety of wellness issues was held in March at Merrimack College.

Parent Involvement Project (PIP) Programs

AB PIP continued to offer high-quality science, technology, engineering, and mathematics (STEM) learning experiences. Blanchard 4th graders were invited to the annual PIP-supported Star Party in Acton, which provides students the opportunity to view the night sky through professional telescopes. Blanchard students were also invited to Market Math at Roche Brothers, Family Math Night and the Sci-Tech Fest at the high school.

School Business Partnership Programs

The following represents a sampling of activities:

- Job Shadowing: High school students visited many business sites.
- Career Speakers: Approximately 270 high school students listened to speakers who shared information about a typical day and the job requirements for their career path.
- Senior Internship: This “hands-on” experience with an interesting career field continues to be a success.

We continue to expand our School-Business Partnership Programs. Please visit our website at <http://ab.mec.edu/business/partners.shtml> for more information.

It's all about learning...

That statement defines and drives everything we do in our schools. We are constantly striving to improve teaching and learning while doing the best for all our students. All students can achieve, provided they understand what is expected of them and are afforded a supportive learning environment.

As we reflect on this year, we reaffirm the concept of learning as an interactive process that transcends the mere transmission of information. This process is composed of three main elements that influence understanding: what the learner brings to the situation, the learning climate, and the characteristics of the context of the situation. In conjunction with learning, the requisite changes in curriculum, instruction, and assessment are part of a long-term process that is best nurtured over time and thrives best on encouragement.

“In today’s world, it’s no longer how much you know that matters; it’s what you can do with what you know.”

----Tony Wagner

Susan Horn, Assistant Superintendent

Acton-Boxborough Regional Schools R. J. Grey Junior High School

R. J. Grey began the 2008-2009 school year with 1,002 students: 502 in the seventh grade and 500 in the eighth, based on October 1 data. This was an increase of 38 students from the enrollment of October 1, 2007. As school began, the administrative team (Principal Craig Hardimon, Assistant Principal Allison Warren, and Assistant Principal Andrew Shen) welcomed new seventh graders and returning eighth graders to R. J. Grey.

To ensure a positive transition to the start of the school year for both seventh and eighth graders, an “Opening Days of School” Feedback Form was distributed on Parent’s Night. In this regard, survey results were overwhelmingly positive, with students feeling comfortable and supported. Parents felt included and well informed. It was an outstanding start to the school year.

Teaming is the fundamental core of RJG. The team model enables staff to create a strong web of support to enhance student success. A large school becomes a smaller school. With consistent communication among team teachers, issues are addressed early and students have an opportunity to develop close relationships with their teachers, as well as with a familiar peer group. Moreover, teaming is the ideal format through which we can deliver those programs and values we most believe in, as expressed in our Statement of Purpose: meeting the needs of the young adolescent, maintaining curricular quality and interdisciplinary opportunities, creating a sense of community, and promoting citizenship.

During the 2008-2009 school year, seventh and eighth grade students were distributed among four “full” teams. Each full seventh-grade team had approximately 108 students supported by five core academic teachers (English, Social Studies, Math, Science, and Spanish and/or French). In addition to the four full teams in seventh grade, R. J. Grey introduced a half team, which had approximately fifty students and three teachers (English/Social Studies, Math/Science, and World Language). The addition of the half team provided additional structure and support for the district’s highly specialized and successful Connections program, reduced overall seventh grade team sizes, enhanced communication between core curricular teachers, and increased home/school communication.

In grade eight, each team averaged 126 students and five core academic teachers (Math, Science, English, Social Studies, and Spanish and/or French). On an ongoing basis, teachers planned integrated curricular activities that helped students see the relationships between various subjects.

It is important to note that all teams provide the same level of academic rigor and social opportunities. Similar supports and resources are provided as well. Specifically, all students participate in English, Social Studies, Math, Science, and Physical Education/Health. The curriculum demonstrates the core values of reading (the English program is literature-based), writing (although skills are primarily taught in English classes, the other academic subjects have adopted the “Writing Across the Curriculum” approach, which provides students with a more consistent writing approach), math (with the added skill development of reading mathematical language), and our physical (Science) and cultural (Social Studies) world. Most of our students also take a world language, with twice as many taking Spanish as French. Seventh graders participate in an “exploratory program” that consists of Study Skills, Art, Music and Minuteman Technology Lab I, each of which meets every other day for half the year. Exploratory courses for the eighth graders include Art, Minuteman Technology Lab II, Life Skills/Health, Drama and Study Skills Technology; these classes last for one-fifth of the year. In addition to the core curriculum, students elect to participate in band, chorus or “grey-block,” a combination of curriculum-related mini-courses and structured study halls with team teachers.

In October 2008, R. J. Grey received the results of the state-mandated MCAS (Massachusetts Comprehensive Assessment System) tests from the previous spring. We continue to be proud that our students’ scores compared favorably with the top-performing schools in the state. This is a result of the high quality of teachers and teaching, an excellent curriculum, fine students, and the supportive families who make education a priority for their children. With that said, there is some variation in scores from year to year as students change at a particular grade level. For Limited English Proficient (LEP) students and students with specific disabilities, we recognize that matriculating through our schools sometimes requires more time to cover and achieve proficiency of grade-level concepts and skills. In this regard, we have analyzed MCAS results in collaboration with regular education, identified the subgroups that need attention, noted the individual students who need instructional support, and met with department heads and teachers to create an instructional plan that meets the needs of these students. Using the new grade 7 mathematics textbook, there has already been a positive result with a mathematics program that consistently uses the same strategies and terminology in instructional practices.

For many students, learning and connecting with members of the R. J. Grey community took place through our extracurricular programs. The interscholastic athletic program included teams in cross country, soccer, field hockey, basketball, softball, track, and baseball. All participants on these teams paid an activity fee that helped to support these programs. The intramural program was available to all students, meeting either before or after school. These intramurals included basketball, lacrosse, and strength training. Other after-school activities included Adopt-a-Grandparent, Jazz Band, Speech and Debate Team, Chess/Board Games Club, Math Counts, and the Yearbook. The school musical, “Alice in Wonderland,” involved over 150 students and 200 parents. We continued the tradition of the Rotunda Project, where each student created a small, self-representative piece of art. These individual drawings were then hung in the rotunda area on three-dimensional displays painted the color of each team.

Through the involvement of the Student Council, students connect with each other in a number of ways. This group helped to plan school-wide activities, dances, and service learning projects. In addition to our annual community service learning projects, such as the Coat Drive, Walk to the West Acton Food Pantry, and collecting for Toys for Tots, the Student Council and teams found new programs to support. Among these were: a day of maintenance work on parks and conservation lands; Project Tamaa, which raised money and awareness for a number of international causes; and the participation of the entire student body in a change drive for the Make-A-Wish Foundation. In addition, our annual used-coat drive earned praise from Anton’s Cleaners for another outstanding year.

Special events during the school year included Halloween Dress-up Day, the Thanksgiving Assembly, Blue and Gold Day (school spirit day), World Language Week, a weekend day ski trip to Waterville

Valley, the end-of-year seventh-grade trip to Kimball's and eighth-grade day at Canobie Lake Park, and the Student Recognition Assembly.

In continuing our commitment to the partnership between school and home, daily emails, monthly articles, "drop in hours," and weekly communication from the principal promoted continuity and educational support to families. Additionally, RJG professional staff offered forums to parents and guardians on adolescent development, homework, school discipline, and stress management. These were extremely well received. Of particular note was the number of sixth grade parents who attended these discussion forums as part of their children's transition to the junior high school. The School Council, consisting of four parents, one community person-at-large, two staff members, and the principal, also addressed a wide variety of relevant issues and made recommendations to the administration that were very helpful. The School Council continued to have a strong voice in the development of the school and the overall school climate. An active Parents Teachers Students Organization (P.T.S.O.) for families in grades seven through twelve planned, organized, and assisted with many events at R. J. Grey. Parents/guardians were invited to attend monthly noontime informational meetings with both the RJG and ABRHS principals, who presented reports and answered questions. The PTSO also sponsored evening programs designed to provide information about the schools.

Another R. J. Grey highlight included our annual Project Wellness Day. Project Wellness is a daylong conference for seventh grade students and a parent or guardian, designed to empower parents and teenagers in addressing the variety of issues faced by today's families and to develop, maintain or improve adult-teenager open communication. This event brought seventh grade students and adult family members together at Merrimack College on March 17, 2009 to learn about ways to communicate with each other about difficult issues and sensitive topics, ranging from time management to nutrition to navigating relationships. Approximately 1,000 students, family members, and staff participated in this event.

Over the course of the school year, R. J. Grey staff continued with initiatives that promoted learning, mutual respect, and opportunities for professional growth. In response to parent, staff, and student feedback, professional development and training opportunities focused on addressing and responding to incidents of bullying, teasing, and harassment. For staff, Professional Day in November 2008 offered the faculty systemic interventions and strategies for promoting a safe school, as well as practical strategies for responding to incidents of bullying, teasing and harassment. For students, the counseling department facilitated and coordinated classroom-wide sessions in the seventh grade, promoting respect for oneself and others and becoming a more active bystander by responding to observed harassment and bullying behavior.

At the end of the 2008-2009 school year, two veteran staff members, Bob Specian and Judy Clark, retired after many years of service to our school. These professionals devoted decades to our school community and touched the lives of several hundred students and families. We thank them for their many years of leadership, support, and dedication to the students of R. J. Grey Junior High.

Acton-Boxborough Regional High School

Post Secondary Education: The ABRHS Class of 2009 was comprised of 480 students; of these, 92% enrolled at four-year schools, while 6% continued their education at two-year colleges, prep and technical schools.

Standardized Test Results: Average SAT scores for 2009 seniors again exceeded those of state and national populations. This is significant since 91% of AB students took the SATs, compared to the state average of 84% and the national average of 46%. Our average combined score for the SAT was 1865, which is 315 points higher than the average combined Massachusetts score of 1550.

National Merit Scholarship Competition: Twelve members of the Class of 2009 achieved semi-finalist recognition; 63 others received letters of commendation.

National Honor Society: There were 98 members of the class of 2010 inducted into the NHS.

National World Language Honor Societies: In 2009, 31 students of Spanish qualified for membership in the local chapter of the National Spanish Honor Society; 24 students qualified for the National French Honor Society.

National, Regional, and State World Language Competitions: In 2009, 112 students placed both nationally and at the chapter level in the National French Examination. On the National Latin Exam, 54 students received gold medals and thirty received silver; twenty students received magna cum laude recognition, and eight students received cum laude recognition.

World Language Achievement Awards and Leadership Awards: Forty-one students of Spanish, French, Latin and Italian were recipients of World Language Achievement Awards. Margaret Anderson was the recipient of the Leadership Award; Suman Naishadham received the Excellence in Spanish Award; Matthew Lim received the Excellence in French Award; Julia Bellotti received the Excellence in Italian Award; Elizabeth Christmas received the Excellence in Latin Award; and Edward Livshits received the Excellence in Chinese Award.

Academic Decathlon Team: The team of nine regulars and twenty alternates won the Massachusetts State Championship for the 17th time in the past 18 years. A total of 45 Massachusetts high schools competed. In addition, the team placed 13th overall in the country.

Mathematics Team and Competitive Activities: In the 2008-2009 season, the AB math team finished in second place in its monthly competitions in the Massachusetts Mathematics League. The team continued on to the April 2009 state competition, run by the Massachusetts Association of Mathematics Leagues, and placed #1 among large schools in Massachusetts. The team then competed in the New England Association of Mathematics Leagues competition in May 2009 and placed #1 among large schools in New England. In addition to the team competitions, nine students were finalists in the Massachusetts Mathematics Olympiad exam – Xiaoyu He with a perfect score, as well as David Corwin, Mo Zhou, Alan Chiao, Bryan Yang, Martin Ma, Vishrut Gupta, Amrit Narasimhan, and Danny Chiao. In the national AMC (American Math Competition), twelve students placed in the top 10% nationwide, and three of these – Xiayou He, Bryan Yang, and Vishrut Gupta – advanced to the third level of this competition, the USAMO (United States of America Mathematical Olympiad).

Speech and Debate: The team was composed of over fifty students from grades nine through twelve. Competing in over ten tournaments in a variety of events ranging from student congress to dramatic interpretation and poetry reading, team members prepared original pieces and scripted selections to be presented and judged in each event. Competing in the Massachusetts Catholic Forensic League, the team was matched against teams from schools across the state and consistently placed in the medal rounds. The team's top competitors also competed on a national level in New York and at Harvard University.

Athletics: During the 2008-09 school year, participation in athletics remained consistent, with 1,822 students in grades seven through twelve. In the fall season, the girls' soccer team captured the Division I North Championship, and the football team qualified for the MIAA super-bowl playoffs. In the spring, our girls' tennis team captured the Division I North Championship.

Performing Arts: See the *K-12 Performing Arts* section for this information.

Proscenium Circus: This student drama group, in addition to offering outstanding instruction in technical theater, acting, scene design, scene painting, costume design and stage management, offers

outstanding award-winning dramatic and musical productions. Over 350 students participated in activities and shows throughout the year. The productions for 2008-2009 included the fall play, *Peter Pan*, with flying done by a professional company; the musical, *Cabaret*, which won Honorable Mention in the New England Regional Moss Hart Competition; The State Festival play, *The Big Eleven*, which was a state finalist, and *You're a Good Man, Charlie Brown*. Rounding out the year were the competitive class plays and a festival of 10-minute plays.

Peer Leadership Program: Peer Leadership had another very successful year. The peer leaders facilitated alcohol/drug awareness programs in Acton's elementary schools. They also led social development programs at R. J. Grey Junior High. With a new, energetic student bond in place, we look forward to another successful year.

The School Newspaper: *The Spectrum*, published six times during the school year, includes articles and photography of interest to the ABRHS community. Its staff of approximately forty students works on all aspects of the paper, including writing, editing, photography, layout, and copy editing. *The Spectrum* is financially self-supporting through advertising and contributions from the PTSO.

Student Council: The primary student government group, consisting of 45+ students, elected representatives of their classes and also walk-on members. Student Council is responsible for organizing school-wide activities and fundraisers and for disbursing funds for improvement of the school facility on behalf of its students. They meet weekly on Tuesdays at 6 p.m. in the ABRHS Counseling Center.

“Window Seat”: Acton Boxborough's Literary and Art Magazine and Creative Writing Club annually publishes two to three issues of student poetry, prose, lyrics, essays, narratives, translations, and art. Students write, edit, design, print, assemble, publicize, and distribute the magazine. Students write creatively every week to generate submissions for the magazine, and the magazine welcomes and encourages students not participating in the club to submit their art and writing for publication. “Window Seat” students also work in conjunction with the Robert Creeley Foundation to host the annual Robert Creeley poetry reading and the Helen Creeley student poetry prize, a competition for student poets that awards the winning students a cash prize and the honor to be an opening reader for the poet who wins the Robert Creeley award.

Idiosyncrasy: The high school topical magazine, *Idiosyncrasy*, began eight years ago when a group of enthusiastic students approached English teacher Dennis Kavanagh with the idea. Since then, the magazine has put out two to three issues per year. *Idiosyncrasy* is a thematic magazine that looks at social issues from different cultural perspectives. The magazine encourages and celebrates the diversity of our world and the people in it. *Idiosyncrasy* is composed of editorial and factual articles that are intended to educate and inspire readers. Students conduct research, analysis, and synthesis in order to produce each issue.

Harvard Model Congress: Seven juniors represented ABRHS at this four-day government simulation. The Acton League of Women Voters generously underwrote their participation. Those representing were: Chris Altieri, Maddy Benjamin, Jeremy Bloomstone, Zuzana Giertlova, Nishi Mehta, and Mark Soo.

Girls State: Junior Meryl Cherner attended with the support of the Maynard Emblem Club.

Boys State: Junior Mike Cogan attended with the support of the American Legion Post 235.

Career Exploration Activities: Beginning in November, approximately 160 students made one-day job shadowing visits to a variety of work sites. This program owes its success to the support of the Middlesex West Chamber of Commerce School Business Partnership Committee and to parents and other local residents willing to host students. At three Career Breakfasts during the year, career speakers talked to groups of students interested in their fields of work. Over 150 students attended each of the three events. Thirty-nine members of the senior class completed three-week full-time internships at the end of the

school year. Other career exploration activities included the Senior Seminar course, the Work Study program, and a website listing employment opportunities.

Senior Community Service Day: On May 1, the Class of 2009 spent the day working on volunteer projects in and around Acton and Boxborough. Before the seniors began their projects, they were served breakfast at the school by the faculty and administration. This was the fifteenth year that the senior class organized a Senior Community Service Day.

Community Service Activities: The school's "Accept the Challenge Program" encourages every student to become involved in some way in volunteer activities, either during the school year, during the summer, or both. The school held its ninth Community Service Awards Night on January 19, 2009. At this ceremony, 581 students received recognition for their volunteer efforts.

Pupil Services

Professional Development Grant funding enabled Pupil Services to expand the Lending Library for parents/guardians. Current books and materials assist parents and staff with deeper understanding of various disabilities and related issues. Pupil Services collaborated with the SpEd PAC to donate a duplicate set of books to the Acton Memorial Library and further collaborated in hosting the third annual Parent Workshop Day, which included stimulating presentations by Carol Kranowitz, The Out-of-Sync Child, and Dr. Arnie Kerzner, speaking to Parent/Child Connections. Parents and guardians continue to value this event and feedback is enthusiastic. The district's annual regulatory training is scheduled during the workshop day as well. The OnTeam Communiqué continues to be a viable mechanism for communication between Pupil Services and home. Moreover, as part of our continued collaboration with our SpEd PAC, points of information are also included.

Strengthening the Child Study/Student Assistance Teams in all schools was a priority for the 2008-2009 school year, consistent with the recommendations of the SpEd Financial Task Force (findings presented in January 2009). All building-based teams have participated in training designed to promote consistent methods for better team effectiveness and responsiveness to the needs of students referred. Regular educator participation has broadened the perspective of the group and broadened the scope of intervention ideas and strategies across schools. Addressing the dilemmas associated with special education eligibility; assessing multi-lingual students and families; and case management of students with emotional, educational, and behavioral issues have been discussed in targeted sessions. Data collection to evaluate whether the frequency, rate and duration of referrals have decreased, as well as best practices, will take place during the 2009-2010 school year.

It should be highlighted that specific action plans for each major driver within the SpEd Fiscal Task Force report were created, tying in a detailed plan for each driver with measurable outcomes. Not only was the content important (monitoring finances, IEP process, CASE programs, CASE transportation, referral system [child study team], communications, personnel distribution, legal fees, early intervention, and program development), but also the process. Through the process, staff has accepted ownership for the above areas, enhancing cooperation towards these common goals.

The Out-of-District (OOD) Coordinator has taken a leadership role in looking at viable options for streamlining the efficiency and effectiveness of the IEP process. In collaboration with the SpEd PAC, a study group has been formed to consider and discuss a number of options for IEP coordination using technology.

For out-of-district placements, the OOD Coordinator has charted OOD placements and students with similar needs. Over the past three years, two to three students were transitioned back each year to cost-effective, in-district programs by planning appropriate transitions where readiness is addressed, academically and socially. Additionally, a new specialized program was established at R. J. Grey (the Connections Program), which assisted the students from the K-6 continuum and other programs to make a

smooth transition to the junior high by accessing specialized, well coordinated services in the least restrictive environment. Likewise, steps are in place to help transition students from the junior high to the high school. The Connections Program itself has significantly reduced out-of-district tuitions for students on the autism spectrum, as well as students significantly impacted by social and pragmatic language challenges. Forums and coffees were held with parents and other interested parties to brainstorm the components of the program, its scope, and its social dimensions.

The Essential Health Skills (ESHS) grant, approved in July 2008, provided funding to individualize stress reduction programs and smoking cessation programs for students, purchased Automatic External Defibrillators (AED) for all schools, purchased SNAP software (plus a required server) for nurses, provided stipends for our school physicians, and increased direct service support for the R. J. Grey health office. The nurses took an active role in the Wellness Task Force, which completed its work in May 2009, recommending policies and procedures pertaining to Life-Threatening Food Allergies and Wellness. The nurses further participated in H1N1 flu surveillance and study groups related to AED implementation and body mass index.

School safety is an ongoing commitment by all district administrators, who strive to operate as a unit in planning and executing a preventive and action-oriented approach to school safety. Pupil Services continues to empower students and staff through continued professional development regarding stress management, cyberspace and Internet safety. In addition to a junior high parent forum on cyberspace safety, Nancy Mullin from Bullying Prevention, Inc. involved both regular and special education parents in learning about preventive and action-oriented approaches for bullying prevention. Professional Development Day (November, 2008) provided training for all district staff, addressing student wellness through a better understanding of stress management and child and adolescent development (Dr. Cynthia Kaplan). The Director of Pupil Services offered a well-attended training on Adolescent Wellness for R. J. Grey's eighth annual Project Wellness Day.

Mandated "Nonviolent Crisis Intervention" training continues to be provided for crisis teams within each school. In addition to "Physical Restraint Teams," the schools have established "Crisis Intervention Teams," made up of teachers, administrators and clinicians trained to respond to broader safety-related situations. The summer leadership institute for summer 2009 offered its second Health and Wellness training for district administrators, including overviews of AED use, CPR, Universal Precautions, choking prevention, and Epipen administration.

Last but not least, the district believes that global awareness is the cornerstone to demographic change, which allows opportunities for external reflection about the rest of the world. In this regard, a series of meetings was coordinated to increase this level of awareness by considering international exchange programs, reviewing our curriculum, and discussing other venues where we increase general awareness. Concurrently, district administrators, teachers, specialists and clinicians prioritized internal change, looking inward at ourselves and our changing community – and wrestling with the competing viewpoints and values – through a community-based Changing Demographic survey. Study group members are presently analyzing and synthesizing data from these surveys and will report out to the community shortly after the New Year in 2010. The results assuredly will be a catalyst for essential dynamic change and growth for our school district.

The Performing Arts

At the Acton-Boxborough Regional High School, the Band and Chorus programs continued to flourish as they performed in and around our communities, and more. The Band marched in the Acton Memorial Day Parade. A number of our choral ensembles sang at West Acton's Oktoberfest and also at a number of senior citizen events. Twenty-two of our student musicians from band, chorus and orchestra were selected to perform at the MMEA Eastern District Festival, held in January; twelve of these earned All-State recommendations. The choral department did a concert tour of Quebec, Canada. They had

opportunities to sing in some outstanding venues and see the sights of Quebec. Our Madrigal Singers put on a Madrigal Dinner for the community in which they performed a renaissance-style dinner theater. And finally, our band program was fortunate enough to work with a conductor in residence. The guest conductor was Debra Huber, conductor of bands at UMass Lowell and an alumna of ABRHS!

It was an outstanding experience for our band members and community.

At the R. J. Grey Junior High School, the eighth grade Band and Chorus each participated in the Great East Music Festival, held at West Springfield High School in May. Both received Gold Medals for their performances. The JHS musical, “Alice in Wonderland,” had a terrific run of performances with a huge cast of approximately 100 students involved. Twenty-two students were selected to perform in the concert band, orchestra or chorus at the MMEA Eastern Junior District Music Festival held in March.

The Visual Arts

Throughout the school year, student efforts and accomplishments in the Visual Arts program were exhibited in each of the schools and the High School Administrative Conference Room, as well as off-site venues. Student artwork appeared in various school newsletters.

In the highly competitive Boston Globe Scholastic Art Awards, 25 ABRSD students (15 high school and 10 junior high) received a total of 30 state-level awards. These awards included: nine Gold Key Awards, nine Silver Key Awards, and twelve Honorable Mention Awards. The Gold Key and Silver Key student work was exhibited at the State Transportation Building in Boston during January and February. Award-winning students were recognized at an awards ceremony at Hancock Hall in Boston. Student work receiving Gold Key Awards was sent to New York for the National Scholastics judging. One student received a Gold Key Award at the Scholastics National level. National award-winning work was exhibited in New York City art galleries during the month of June, and students were honored at an awards ceremony at the Corcoran Gallery of Art. One RJG art teacher, the Visual Arts Director, and four high school students assisted teams of judges during the daylong Scholastics judging process held at the State Transportation Building in January. The Visual Arts Director also serves on the Massachusetts Scholastics Advisory Board.

The two ABRHS juniors who applied to Art All State at the Worcester Art Museum were both selected. They were among 145 high school juniors statewide who were selected to participate in the competitive Art All-State program at the Museum, held in May. Art All-State is a weekend-long program for high school art juniors to work with their peers and with practicing artists who serve as mentors. Each district is limited to two student applicants. Selection is based upon digital images of student work, a written application, and an interview with a team of art educators. The Visual Arts Director serves on the Art All-State Steering Committee.

High school students in the Junior/Senior Portfolio class prepared and exhibited their work in a show entitled “Eclections,” which was held at the Acton Memorial Library in April.

Students in Advanced Drawing/Painting, Junior/Senior Portfolio, and Art History classes visited the Metropolitan Museum of Art in New York in the spring. The focus of this trip was for students to gain exposure to actual works of art and to compare and contrast works of art.

During March, Acton-Boxborough student artwork was exhibited in the annual Youth Art Month Show at the Worcester Art Museum. There was an opening reception for students, their families, and art teachers in the Museum’s Renaissance Court. R. J. Grey Junior High and the Acton-Boxborough Regional High School were represented in this show.

A show of representative student artwork from each of the schools was on display at the Acton Senior Center during the month of May. The work of 37 students was included in this exhibit.

High school students had the opportunity to participate in Photo Club and in Art Club, both of which met after school one afternoon a week throughout the year.

The 7-12 Visual Arts staff participated in the first year of a curriculum review. The focus was on curriculum mapping and compliance with state standards.

Technology

Instructional Technology

During the 2008-2009 school year, many instructional technology projects were initiated and successfully implemented. The Department of Technology Integration and Instruction, directed by Priscilla Kotyk, had the following initiatives.

District-Wide

The district continues its commitment to have all curriculum documentation available on the district website. The site is reviewed on an ongoing basis and additional documentation is added, presenting new courses and programs.

The online professional development catalog of offerings (Acton/Acton-Boxborough SmartPD) has been well received by the teachers. Staff members may access their professional development records at any time. These records summarize for each staff member the courses/workshops s/he has completed, earned PDPs/Credits to date, and registration confirmations for future workshops and courses. In addition, the site is a repository of informational documents pertaining to professional development.

Our department's part-time web designer redesigned several websites during the year, including the Instructional Technology Department website. In addition to the district sites, we have helped teachers at all grade levels create classroom websites. We developed specific templates and a scalable deployment that has enabled many teachers to communicate with students and families via the Internet.

The Individual Teacher Innovation Plan (iTIP) initiative was launched as a follow-up to the professional day. The iTIP helps teachers articulate specific plans for using instructional technology tools with the intent of selecting new skills or projects that are meaningful and relevant. Teachers are encouraged to identify individual plans, as well as plan with a team of colleagues on a specific technology-related project.

Twenty-five teachers completed the Web 2.0 Tools course offered in the fall of 2008. Teachers learned about blogs, podcasts, wikis and vodcasts and planned activities that integrated these tools into their instruction.

High School

Many exciting ongoing projects are underway in the area of instructional technology. Students are using technology tools to create multimedia presentations, research course topics, and access online course-related materials. Several technology-related electives are offered, including but not limited to: web design, computer-aided design, programming, engineering, and broadcasting. Teachers are using our course management program, Moodle, to offer online courses and provide supplemental material to students.

The high school's expanded Technology Committee, with representation from all departments, met periodically to share best practices with technology and discuss ideas around professional development for teachers and technical issues or concerns. In the spring of 2009, eighty-five seniors volunteered to take the Educational Testing Service iSKILLS test to provide the district with data regarding our students' informational skills. The high school Technology Planning Committee meets regularly to discuss hardware deployments, software purchases, replacement computers, and new initiatives.

Junior High School

The junior high is continuing its commitment to expand the number of multimedia classrooms and to provide laptops to teachers. Teachers and students continue to use technology in all content areas to enhance teaching and learning. Various exploratory courses use instructional technology to learn information skills, computer-aided design, and engineering design concepts. In some cases, students create multimedia final projects that express their curricular understandings. The counseling department is developing a website, *Voices of RJ Grey*, which will offer information regarding various aspects of school culture and issues facing young teens. Teachers continue to create and enhance classroom websites, strengthening the link between teachers, families, and students.

Information Technology

During the 2008-2009 school year, the district's Information Technology department provided valuable technology support services. The Information Technology department, directed by Steve Hall, had the following accomplishments:

District-wide

The Information Technology department coordinated and implemented a large number of infrastructure upgrades.

- A new district-wide nurse health database was implemented to provide tracking, reporting, and adherence to state regulations.
- We loaded and prepared all new computers purchased to replace aging equipment, performed maintenance on over 1,000 other computers, and loaded new software on district computers in preparation for the new school year.
- For staff with district laptops, we provided drop-off service in order to provide preventive maintenance and update software during the summer.
- The district's servers were also updated for security purposes, as well as to support new services and initiatives. The district's Active Directory domain was also updated to support new initiatives.
- Support and maintenance was provided for the district network equipment.
- A new wireless network was installed at the junior high school to facilitate better use of teacher and student laptops.
- The district's Internet link was upgraded to support the higher bandwidth needs of modern technology. Significant portions of the district's core network equipment, firewall, spam filter, and web security filtering systems had to be updated to support the new Internet link.
- A new web-accessible tutor database was written and deployed by the IT department.
- All infrastructure support contracts were analyzed and adjusted, and new vendors were selected to maintain appropriate service levels, high availability, and alignment with budget realities.
- A new set of password security guidelines was created and implemented for all staff to improve the integrity and protection of district information.
- The IT department continues to provide implementation, support, and project management expertise for all technology-related initiatives throughout the district.

High School

The IT department prepared 146 new laptops and desktops, which replaced aging and unsupportable computers used by teachers and students. We also provided maintenance and support services for approximately 700 high school computers and printers throughout the year.

Junior High School

The IT department prepared fifty new laptops and desktops, which replaced aging and unsupportable computers used by teachers and students. We also provided maintenance and support services for approximately 300 computers and printers throughout the year.

Summer School

The Acton-Boxborough Regional School District Summer School had another successful year in 2009. With our enrollment of 498 students, we served nearly 100 more students than in 2005. Fifteen percent of our students came from twelve other districts. Several Math, Science, and Physical Education courses reached capacity much later in the summer, forcing us to turn away fewer students (than in 2008) not currently enrolled in the Acton-Boxborough Regional School District.

The number of student scholarships increased by 5% from 2008.

The number of faculty positions remained at 28, the same number as in 2008.

Tuition receipts continue to allow us to function as a self-sustaining educational program.

Summer School course changes (from 2008) included: the addition of a Microbiology course and an additional Physics course, running the French 1 - 2 curriculum, and the addition of one Math Algebra I section.

We continue to serve Acton, Boxborough, and several outlying communities with first-rate summertime K-12 educational opportunities.

Community Education

The Community Education office is located in the Administration Building, 15 Charter Road, Acton. Its staff organizes, staffs and directs the following programs and activities.

Day and Evening Classes: Nearly 2,000 classes are offered yearly for children, teens and adults. Classes and other programs are listed in *INTERACTION*, the Community Education catalog that is mailed four times a year to over 21,000 area homes. More than 10,000 students enroll in classes each year.

Preschool Program: Located at the Acton-Boxborough Regional High School, the Community Education Child Development Preschool is the laboratory for the Child Development Course. Completely funded and staffed by Community Education, the Child Development/Preschool course awards seven elective credits toward graduation. Preschool has a total enrollment of 34 (16 three year-olds on Tuesday and Thursday; 18 four year-olds on Monday, Wednesday and Friday).

Summer Day Program: Located at the Administration Building, this program offers weeklong sessions of summer activities to more than 80 children per week in grades one through six. Also provided is a preschool summer program (Summer Capers and Friday Frolics) for four and five year-olds, vacation programs (offering enrichment activities and day care during school vacations), and many short sport clinics.

Youth Basketball League: Offering 13 weeks of coaching, practice and league play to more than 1,100 boys and girls in grades 3 and up, the league is staffed by more than 110 paid and volunteer coaches, timers, and referees. Community Education runs clinics for referees at no charge.

Driver Education: Community Education runs a Registry-approved driving school, offering classroom instruction and on-road training to 280 students annually.

Pool & Fieldhouse Programs: Located at ABRHS, the Pool & Fieldhouse Program consists of family open swim and open gym times for basketball on the weekends. Also offered in this facility is a full Red

Cross Swim Program, a youth swim team, master's swim, morning and evening lap swim, and water exercise classes.

Community Education also conducts classes and schedules drop-in times for the public at the Fitness Center, located at the Acton-Boxborough Regional High School.

Schedule of School Fields: Little League, Pop Warner, Youth Lacrosse and Youth Soccer, as well as individuals, businesses and community organizations, receive permits for school field use through Community Education. Fees charged are returned to the schools' Facility Department for field maintenance. Community Education also schedules Leary Field for school and community use.

Scheduling Use of School Buildings: All evening, weekend, holiday, and vacation use of the seven school buildings is scheduled through Community Education.

Community Education receives no funding from the school districts or towns and runs all programs on a self-sustaining basis. Moneys are returned to the following for use of space and equipment – AV, Technology Department, Physical Education Department, Art Department, Facilities, and the Central Office.

For more information about Community Education and the programs that it offers, call (978) 266-2525.

Facilities and Transportation

We had a very short summer to accomplish our annual summer cleaning, preventive maintenance, and work orders that come up through the course of the year. In addition to the standard cleaning, basic repairs, and preventive maintenance, other summer work projects we are working to complete or have completed are:

Campus

- Catch Basin Repairs
- Road Repair

RJ Grey Junior High

- Rock Wall Repair

In Conclusion

This report demonstrates that the Acton-Boxborough Regional School District is a complex organization. Nonetheless, the district possesses a clear mission and vision. It is fortunate to possess a dedicated staff, who make a habit of constant self-reflection and, as resources allow, of renewal.

Our students, teachers, and administrators continue to perform at high levels – academically, athletically, artistically, personally and professionally – and so the Acton-Boxborough Regional School District maintains a reputation that attracts people to the communities and to our schools. It is our intention to continue to provide the best possible education to the communities and to seek continued financial and moral support for this very important endeavor.

The Town of Boxborough has a great investment in the schools since the schools serve the community's youth and adult populations through public schooling, Community Education, and as a center for much community activity. This is a win-win situation for both the town and the schools that we want to maintain for the future.

Stephen E. Mills
Superintendent of Schools
On Behalf of the School Committees
January 2010

MINUTEMAN REGIONAL VOCATIONAL TECHNICAL SCHOOL DISTRICT

Minuteman High School is a four-year career and technical high school serving our member towns: Acton, Arlington, Belmont, Bolton, Boxborough Carlisle, Concord, Dover, Lancaster, Lexington, Lincoln, Needham, Stow, Sudbury, Wayland, and Weston, as well as 47 other cities and towns in Eastern Massachusetts. Minuteman combines rigorous academics and preparation for college with relevant career and technical programs. The school also provides career development programs for adults as part of our self-sustaining Community Education Program.

Enrollment

As of October 1, 2009, 14 high school students enrolled at Minuteman providing a full time equivalent (FTE) of 14 students that reside in Boxborough. Minuteman offers a part-time program where Acton-Boxborough High School students are able to take part in elective technical training courses on a half-day basis. Currently, very few Acton-Boxborough students take advantage of this unique program designed to give juniors and seniors the opportunity to explore career majors and still remain at Acton-Boxborough High School. The District offers 'Post Graduate' programs to Boxborough residents of any age who are seeking to enhance their own economic opportunity at Minuteman via skill development.

2009 Boxborough Graduates and Awards

- Katharine Brown, Early Education & Care
- Kenneth Ouellette, Culinary Arts

SkillsUSA Awards – Boxborough Student

- Rebecca Newman was a Gold State Medalist for the Job Skill Demonstration Open.

Class of 2009 Graduate Achievement Highlights

- 100% successfully passed the state-required MCAS tests in English and Math.
- 66% college acceptance or advanced Technical Training; 27% career bound in field and 3% military. Overall, graduates achieved a 96% placement rate.
- 100% of Dental graduates passed the National Dental Board examination.
- 100% of Early Education and Care program completers were certified by the Massachusetts Department of Early Education and Care.
- 100% of Cosmetology graduates that participated in the state board examination were certified.
- Health Occupation graduates achieved 100% in college acceptance.
- Rebecca Rowe, an Environmental Technology graduate from Arlington, was honored as the Massachusetts Vocational Student of the Year by the Minuteman Career & Technical High School Committee, the Massachusetts Association of Vocational Administrators, and the State Commissioner of Education.
- JonFranco Barreto, a Biotechnology student from Medford, graduated Valedictorian of the Class of 2009.
- Student speakers at the Class of 2009 graduation ceremony were Valedictorian JonFranco Barreto of Medford, Salutatorian; Christopher Sproul of Stow, and Class President Alicia Ofria of Medford.

Leadership, Governance and Communication

- The New England Association of Schools and Colleges conducted a decennial site visit to Minuteman in March of 2009. On December 10th, the Superintendent received a letter from Paul Bento, Director if the Commission announcing our reaccreditation. The following are excerpts:

"I write to inform you of deliberations of the Commission on Technical and Career Institutions at its November 5-6, 2009 meeting, at which time the Commission reviewed the report of its

decennial visiting committee dated March 3-6, 2009, and voted continued accreditation for Minuteman Career & Technical High School with a Two-Year Progress Report due February 1, 2011, and a Five-Year Focused Visit in the Spring 2014.

The Commission commends the administration and staff at Minuteman Career & Technical High School for the many commendations identified by the visiting committee. The Commission wishes to highlight several of the accomplishments listed by the committee, although it does so not minimizing the many good things listed in the decennial visiting committees report. These commendations are:

- 1. The positive school climate observed by the visiting committee and displayed by students and staff*
- 2. Administrative efforts to provide leadership in developing plans needed to initiate a comprehensive improvement project for the facility*
- 3. The articulation of the school's Mission Statement and Goals into learning experiences for Students*
- 4. The enthusiastic and committed staff*

The Commission also focused on several visiting committee recommendations that are of particular concern and to which the school should pay particular attention as it strives to reach excellence. These recommendations are:

- 1. Address all health and safety recommendations detailed throughout the report*
- 2. Continue to work toward funding and implementing the facility renovation project*
- 3. Develop and implement new and additional strategies to recruit students to take advantage of the excellent educational opportunities available*
- 4. Continue to work toward greater integration between academic and vocational/technical program instructors"*

The complete NEASC Report is available at **www.minuteman.org**.

- The Massachusetts School Building Authority (MSBA) and Treasurer Tim Cahill announced Minuteman's inclusion in the Career & Technical Education Building Program, providing \$100M to 10 Career & Technical Schools for renovation and repairs. MSBA invited Minuteman to the Feasibility phase of a renovation project (visit **www.minuteman.org** for more information.)
- The Minuteman ESCO project upgraded and retrofit a number of the school's energy-using building systems with cutting-edge technology and implemented a series of energy efficiency strategies that will trim Minuteman's energy use by as much as 50% and generate equivalent savings on the school's energy bill. Upon completion of \$5,000,000 worth of work which included new boilers, chillers, electrical switch gear, lighting upgrades and weatherization, Minuteman saves 57% on its water; 44% on gas and 22% on its electrical bill. This results in savings of about \$275,000. In addition, annual energy savings are being used to pay for the improvements; thus there is no cost to our member communities.

Curriculum and Instruction

- The Art program has been restored to the Minuteman Curriculum. More than 160 students have enrolled in three levels of classes and a waiting list has been established. A Health class has also been established to supplement a well-rounded student education. Minuteman has reinstated music as a formal elective course and performance outlet after a hiatus of over twenty-five years. The purpose is to assemble a comprehensive music and performing arts program and attending graduation

requirements during the next four years. Our expectations include the development over time of a diversified course of instruction that will feature traditional course work (chorus, theory, instrumental instruction and performance) as well as activities that reinforce the relationship between musical knowledge and skill and our technical majors, including electronics and computer programming as well as recording and sound engineering. Minuteman has added a full-time Reading Specialist position that combines classroom teaching with consulting responsibilities. Reading skills improvement is a school-wide goal. The Reading Specialist oversees our computer-assisted remedial reading lab, co-teaches developmental English classes, and provides specific reading services per students' Individualized Educational Plans (IEP). In addition, he will share his expertise in collaboration with all academic and career and technical departments to improve curriculum delivery through the active application of reading strategies and study skills. Minuteman has reinstituted the full-time position of licensed School-Adjustment Counselor. The position is supported by Special Education grant funding, and it allows for the provision of counseling services to students in response to needs articulated in their Individualized Educational Plans (IEP).

- Career and Technical programs are now aligned along five Career Clusters: Agriculture and Transportation, Bio-Science, Business and Information Technology, Human & Commercial Services, and Trade & Engineering. Clustering allows for common core curriculum to be delivered in clusters to ninth and tenth grade students.
- Since the fall of 2008 all ninth grade students partake in daily English and Math instruction, rather than the long-established “week on-week off” schedule, thus providing consistent academic instruction in preparing for required MCAS score increases by the state department of education.

Assessment and Program Evaluation

- Minuteman developed a Nontraditional Exploratory Program through which all students learn about the viability and challenges of men and women in non-traditional careers, such as Automotive Technology, Carpentry and Construction, Computer Science, and Engineering for women and in Medical Careers, Cosmetology / Barbering, and Office Technology for young men. The students learn about these careers through a series of hands-on exercises, guest speakers and alumni panelists, and field site visits to industry partners.
- Minuteman is moving towards a ‘modified inclusion model’ for Special Education students. Professional development for staff continues as we implement this proven strategy.
- Minuteman underwent its third New England Association of Schools and Colleges Decennial re-accreditation site visit in March of 2009 and Minuteman will remain an accredited High School.
- Minuteman students performed very well on the 2009 MCAS: 92% pass rate in Math, 100% pass rate in English, 95% pass rate in Science & Technology.

Professional Development

- The Minuteman staff has prioritized two professional development topics for the 2007 – 2010 timeframe. Based upon feedback from our EQA report, several half-day training sessions on summative and formative assessment methodologies are being held. In addition, the development of Professional Learning Communities is happening for 40 staff members with several outside resources.

Student Access, Participation and Support

- Minuteman reorganized the assignment of guidance counselors to provide incoming ninth grade students with a dedicated guidance counselor. Our research has shown that many freshmen need additional support as they made the adjustment to High School.

- In addition to having a dedicated ninth grade counselor, the reassignment strategies now include counselors covering the career clusters. This provides the counselors with a more thorough knowledge of the career areas and the staff.
- Minuteman offers 16 sports with three levels (Varsity, Junior Varsity and Freshmen) throughout the school year. Over the past seven years the number of participants has doubled in many of the sports offered. Minuteman maintains a no cut and no athletic fee policy. In addition, Minuteman students have access to more than 30 clubs and activities.
- The Minuteman Parent Association (MPA) meets monthly and supports all aspects of the Minuteman community. In addition, they assist in fundraising for scholarships awarded at graduation. The goal of the MPA is to help support student access and achievement in all areas including but not limited to academic, vocational, athletic, and extracurricular activities.
- A new website, www.minuteman.org, launched in September 2009.

Financial and Asset Management Effectiveness and Efficiency

- The Minuteman FY 2010 budget was passed unanimously at \$17,496,001, which represents a 2.91% increase without taking into account the cost of the Middle School Tech Programs. A portion of the increase was due to rising health care costs and utility costs.
- Budgets continue to be tightly managed as Minuteman seeks to ‘right size’ itself and reduce its per pupil expenditures.
- A new financial management software system as well as a restructuring of staff were implemented to improve the efficiency in the Business Office. A new Director of Business and Operations was hired with the impending retirement of two separate administrators. This position oversees all areas of noninstructional support services provided to the school and will continue to improve efficiency in all of these areas.
- The FY 2010 Capital funds were used for repairing major systems; continuing to implement the approved Technology Plan; upgrading the main entrance mall area of the school; relocating the vocational coordinator office; renovating and relocating the Early Education Child Care Center; renovating the hallway areas and the cafeteria space; upgrading the pool heating systems, the graphic arts and physical education classrooms, and the fitness room for students; refurbishing the tennis courts; relocating the maintenance office; renovating classroom space for a new music room and barbering room; and relocating and installing the student-made welding horse at the front entrance of the school.

MINUTEMAN REGIONAL VOCATIONAL TECHNICAL SCHOOL DISTRICT
OPERATING FUND
COMPARISON OF BUDGET TO ACTUAL FOR THE YEAR ENDED JUNE 30,2009 (UNAUDITED)

REVENUES	FY 08 BUDGET	FY 09 BUDGET	ACTUAL/ ENCUMBERED	TRANSFER/ RECEIPTS	AVAILABLE
DISTRICT ASSESSMENTS	\$ 9,895,762	\$ 9,738,093	\$ 9,764,612		\$ (26,519)
CHAPTER 70 AID	\$ 2,251,920	\$ 2,268,584	\$ 2,043,025		\$ 225,559
CURRENT TUITION	\$ 255,280	\$ 382,180	\$ 408,748		\$ (26,568)
TRANSPORTATION REIMB	\$ 1,027,242	\$ 983,837	\$ 894,013		\$ 89,824
CHOICE	\$ -	\$ -	\$ -		\$ -
OTHER PROGRAM INCOME	\$ 177,841	\$ 130,000	\$ 153,236		\$ (23,236)
LAND SALE	\$ -	\$ -	\$ -		\$ -
APP SUR	\$ 25,000	\$ 25,000	\$ 25,000		\$ -
PREV TUITION	\$ 3,112,724	\$ 3,473,928	\$ 3,471,625		\$ 2,303
TOTAL	\$16,745,769	\$17,001,622	\$ 16,760,259		\$ 241,363
EXPENSES					
BUILDING TRADES	\$ 64,917	\$ 87,808	\$ 73,582		\$ 14,226
COMMERICAL SERVICES	\$ 30,504	\$ 41,915	\$ 37,512		\$ 4,403
ELECTRONICS	\$ 22,701	\$ 15,390	\$ 15,603		\$ (213)
GRAPHICS	\$ 55,797	\$ 99,385	\$ 116,874		\$ (17,489)
HEALTH INSTRUCTION	\$ 18,881	\$ 19,900	\$ 19,082		\$ 818
METAL FABRICATION	\$ 19,711	\$ 23,650	\$ 23,591		\$ 59
POWER MECHANICS	\$ 15,200	\$ 14,100	\$ 12,979		\$ 1,121
TECHNOLOGY	\$ 56,761	\$ 54,650	\$ 39,378		\$ 15,272
AFTER SCHOOL PROGRAM	\$ 13,402	\$ 13,600	\$ 14,714		\$ (1,114)
REGULAR OCCUPATIONAL	\$ -	\$ -	\$ -		\$ -
SPECIAL TRADES	\$ 14,868	\$ 16,850	\$ 13,564		\$ 3,286
SAFETY	\$ 8,869	\$ 11,550	\$ 10,704		\$ 846
COMMUNICATIONS	\$ 25,327	\$ 15,190	\$ 8,070		\$ 7,120
HUMAN RELATIONS	\$ 6,720	\$ 8,600	\$ 3,147		\$ 5,453
MATH	\$ 30,124	\$ 18,100	\$ 14,512		\$ 3,588
SCIENCE	\$ 46,443	\$ 21,750	\$ 18,069		\$ 3,681
PHYSICAL EDUCATION	\$ 4,016	\$ 12,650	\$ 8,177		\$ 4,473
ATHLETICS	\$ 103,729	\$ 104,700	\$ 104,700		\$ -
BUSINESS INSTRUCTION	\$ -	\$ -	\$ -		\$ -
FOREIGN LANGUAGE	\$ 8,308	\$ 9,500	\$ 9,700		\$ (200)
ART	\$ -	\$ 13,675	\$ 12,110		\$ 1,565
MUSIC	\$ -	\$ 3,700	\$ -		\$ 3,700
ALTERNATIVE EDUCATION	\$ -	\$ -	\$ -		\$ -
INSTRUCTIONAL RESOURCES	\$ 80,303	\$ 142,465	\$ 303,776		\$ (161,311)
PUPIL SUPPORT	\$ 61,492	\$ 69,700	\$ 54,764		\$ 14,936
PRINCIPAL	\$ 101,258	\$ 123,100	\$ 131,500		\$ (8,400)
CAREER & TECHNICAL ED	\$ 7,846	\$ 8,000	\$ 7,933		\$ 67
COMPUTER SERVICES	\$ 16,146	\$ 42,550	\$ 42,230		\$ 320
DEAN'S OFFICE	\$ 6,134	\$ 7,400	\$ 4,382		\$ 3,018
DISTRICT PROGRAMS	\$ 333,773	\$ 299,845	\$ 278,061		\$ 21,784
LEGAL FEES	\$ 20,901	\$ 50,000	\$ 22,838		\$ 27,162
AUDIT FEES	\$ 63,000	\$ 50,000	\$ 32,000		\$ 18,000
SUPERINTENDENT	\$ 21,838	\$ 8,700	\$ 16,914		\$ (8,214)
PLAN/ACADEMICS	\$ -	\$ 21,065	\$ 21,046		\$ 19
BUSINESS OFFICE	\$ 34,763	\$ 65,765	\$ 94,236		\$ (28,471)
RISK INSURANCE	\$ 271,736	\$ 170,033	\$ 144,644		\$ 25,389
RETIRE/EMPLOYEE BNFT	\$ 1,936,713	\$ 2,062,975	\$ 1,953,945		\$ 109,030
TRANSPORTATION	\$ 1,122,839	\$ 1,300,441	\$ 1,207,980		\$ 92,461
CAFETERIA	\$ 138,146	\$ 17,950	\$ 7,468		\$ 10,482
OPER & MAINTENANCE	\$ 1,360,155	\$ 1,050,700	\$ 1,341,199		\$ (290,499)
EQUIPMENT PURCHASES	\$ 160,520	\$ 250,000	\$ 120,634		\$ 129,366
DEBT MANAGEMENT	\$ -	\$ -	\$ -		\$ -
SALARIES	\$10,228,618	\$10,412,907	\$ 10,374,233		\$ 38,674
TOTAL	\$16,512,459	\$16,760,259	\$ 16,715,851		\$ 44,408
EXCESS REV	\$ 233,310	\$ 241,363	\$ 44,408		\$ 44,408



**TOWN OF BOXBOROUGH
ANNUAL TOWN MEETING WARRANT AND PROCEEDINGS
MAY 11 & 12, 2009**

LIST OF ARTICLES

- 1. CHOOSE TOWN OFFICERS**
- 2. HEAR AND RECEIVE REPORTS**
- 3. SET SALARIES AND COMPENSATION OF OFFICERS**
- 4. PERSONNEL ADMINISTRATION PLAN CHANGES**
- 5. TOWN OPERATING BUDGET**
- 6. AMEND TAX INCREMENT FINANCING AGREEMENT (INTERACTIVE DATA)**
- 7. MINUTEMAN REGIONAL VOCATIONAL SCHOOL DISTRICT - ESTABLISH A STABILIZATION FUND**
- 8. POLICE DEPARTMENT – BULLET PROOF VESTS**
- 9. POLICE DEPARTMENT – PORTABLE ELECTRONIC SPEED AWARENESS SIGN**
- 10. CAPITAL EQUIPMENT ACQUISITION – POLICE DEPARTMENT – EMERGENCY POWER GENERATOR**
- 11. PUBLIC WORKS DEPARTMENT – “STANDER” COMMERCIAL LAWNMOWERS**
- 12. CAPITAL IMPROVEMENTS – BLANCHARD SCHOOL ROOF**
- 13. CAPITAL EQUIPMENT ACQUISITION – BLANCHARD SCHOOL TELEPHONE SYSTEM**
- 14. SUBMITTED BY PETITION – INSTALLATION OF “SLOW CHILDREN” SIGNS AND SPEED TABLES##**
- 15. AMEND TOWN CLERK’S BYLAW**
- 16. TAX COLLECTOR DEMAND FEES**
- 17. AMEND BID BYLAW**
- 18. AUTHORIZE BOARD OF SELECTMEN TO NEGOTIATE AGREEMENT FOR SOLID WASTE DISPOSAL**
- 19. ZONING BYLAW AMENDMENT – AMEND SECTION 2100 DEFINITIONS AND SECTION 6305 SIGN EXEMPTIONS TO ALLOW TEMPORARY TRADESMEN SIGNS**
- 20. ZONING BYLAW AMENDMENT – AMEND SECTION 6305 SIGN EXEMPTIONS TO ALLOW TEMPORARY RETAIL BUSINESS SIGNS**
- 21. ZONING BYLAW AMENDMENT – AMEND SECTION 4000 USE REGULATIONS AND SECTION 5000 DIMENSIONAL REQUIREMENTS**
- 22. ROAD ACCEPTANCE – EMANUEL DRIVE, JOSEPH ROAD AND ROAD A (LIBERTY TREE ACRES SUBDIVISION)****
- 23. REVOLVING FUND - ELECTRICAL INSPECTION****

24. **REVOLVING FUND - PLUMBING AND GAS INSPECTION****
25. **REVOLVING FUND - FIRE ARMS PERMITS****
26. **REVOLVING FUND - LIBRARY FINES****
27. **REVOLVING FUND - DOG LICENSE FEES****
28. **REVOLVING FUND – STEELE FARM****
29. **REVOLVING FUND – INTEGRATED PRESCHOOL PROGRAM****
30. **REVOLVING FUND – CONSERVATION COMMISSION****
31. **REVOLVING FUND – GIS ASSESSOR MAPS****
32. **REVOLVING FUND – SENIOR VAN****
33. **REVOLVING FUND - FIRE ALARM SYSTEM MAINTENANCE****
34. **PERSONAL REAL ESTATE EXEMPTIONS****
35. **CHAPTER 90 HIGHWAY REIMBURSEMENT PROGRAM****

LEGEND

**** CONSENT AGENDA**

PETITION ARTICLE

Pursuant to the Warrant signed by the Selectmen on Monday, January 12, 2009, and posted by the Constable in accordance with the bylaws of the Town and the provisions of MGL Chapter 39, Section 10, Town Moderator John G. Fallon called the Annual Town Meeting to order at 7:00 p.m. on May 11, 2009, at the Blanchard Memorial School gym. There were 153 voters in attendance. The Moderator made some announcements and thanked Cisco for printing the Town Report, the warrant and other material. He then introduced Margie Callahan, Chorus Director, and the Blanchard Memorial School Chorus who sang the national anthem and led the meeting in the recital of the Pledge of Allegiance. Mr. Fallon asked for a moment of silence for those in Boxborough who died during the last year and for those in our Armed Forces who died or were wounded.

Mr. Gorman moved that adjourned sessions of town meeting take place Tuesday, May 12, Thursday, May 14 and Tuesday, May 19, if necessary, and, further, that no new business will be taken up after 10:30 p.m., unless a vote of town meeting authorizes it. The motion was seconded by Ms. Neville. **The motion carried unanimously.**

Mr. Gorman moved that on town meeting matters requiring a two-thirds vote by statute, a count need not be taken unless seven or more registered voters immediately question the vote so declared by the Moderator. The motion was seconded by Ms. Neville. **The motion carried unanimously.**

Mr. Fallon reminded Town Meeting that Article 1 referred to the annual town election to be held Monday, May 18, at the Town Hall, from 7:00 a.m. to 8:00 p.m. Voters would have the opportunity to elect town officers.

ARTICLE 1 CHOOSE TOWN OFFICERS (Majority vote required)

One Moderator for a one-year term

One Town Clerk for a one-year term

One Tax Collector for a three-year term

Two Board of Selectman members, each for a three-year term

One Board of Health member for a three-year term

Two Library Trustees, each for a three-year term
One Planning Board member for a three-year term
One School Committee (Local) member for a three-year term
One School Committee (Local and of the Region) member for a three-year term

The results of the election, held on May 18, 2009, are as follows:

Moderator, One Year

John G. Fallon	103
Blanks	15

Town Clerk, One Year

Elizabeth A. Markiewicz	114
Blanks	4

Tax Collector, Three Years

Mary P. Shemowat	111
Blanks	7

Selectman, Three Years

Rebecca R. Neville	96
Hugh Arden Veley	91
Blanks	49

School Committee, Local & Regional, Three Years

Brigid O. Bieber	96
Blanks	22

School Committee, Local, Three Years

Mary F. Brolin	93
Blanks	25

Planning Board, Three Years

Owen J. Neville	106
Blanks	12

Library Trustees, Three Years

Mary F. Brolin	91
Jennifer Thompson Campbell	100
Blanks	45

Board of Health, Three Years

Lori Lotterman	20
Frank Roth	32
Blanks	66

ARTICLE 2 HEAR AND RECEIVE REPORTS (Majority vote required)

Mr. Gorman moved to receive the reports of the Selectmen and other Town Officers, Agents and Committees as published in the 2008 Annual Town Report, and further, to hear the reports as presented at Annual Town Meeting.

The motion carried unanimously.

Mr. Keshava Srivastava, Chair of the Finance Committee, presented the Finance Committee report. Ms. Brigid Bieber, Chair of the Boxborough School Committee, presented the Blanchard School report. Mr. James Lafferty, Assistant Superintendent and Principal, presented the Minuteman Tech report. Ms. Rebecca Busby, Energy Committee member, presented the Energy Committee report. Mr. Channing Wagg, Housing Board member, presented the Subcommittee for Social Services Assessment report. Mr. Alan Rohwer, Boxborough Historical Commission member, presented the Steele Farm report. Ms. Marie Cannon, Chair of the Board of Health and the Water Resources Committee, presented the Water Resources Committee report.

Mr. Gorman moved to receive the reports as presented.

The motion on Article 2 passed unanimously.

ARTICLE 3 SET SALARIES AND COMPENSATION OF OFFICERS (Majority vote required)

Mr. Gorman moved to fix the salaries and compensation of various officials for the year beginning July 1, 2009 as printed in the Annual Town Meeting warrant under Article 3.

Selectmen	\$400.00 each member/year
Board of Health	\$166.67 each member/year
Tax Collector	\$58,302.00/year
Town Clerk	\$38,023.04/year
Constables	\$3.00 each copy/warrant posted
Planning Board Members	\$109.00 each member/year

Mr. Gorman said that this article establishes the salaries for all elected members of Town Government. Mr. Keshava Srivastava, Chair of the Finance Committee, expressed the support of the Finance Committee.

The motion on Article 3 carried unanimously.

ARTICLE 4 PERSONNEL ADMINISTRATION PLAN CHANGES (Majority vote required)

Ms. Rebecca Neville moved to amend the Personnel Administration Plan as summarized in the Annual Town Meeting warrant under Article 4 and for which the complete text of the proposed revisions is on file in the Town Clerk's office and is also available on the Town's website except for:

Article VII Hours of Work and Overtime, Section 4, Paragraph 2, which is revised to read as follows: "A nonexempt employee, shall be paid at one and one-half (1.5) his/her regular rate for work in excess of eight (8) hours in one (1) day, or in the case of a Per Diem Firefighter/EMT, in excess of his/her shift hours, when required in an emergency or safety threatening situation, and/or..."

further by amending Classification of Positions (Schedule A) and Compensation of Positions (Schedule B) as printed in the Annual Town Meeting warrant under Article 4.

Summary of Proposed Revisions to Personnel Plan

GENERAL	<ul style="list-style-type: none"> ▪ Corrected grammatical or typographical errors, e.g. removal of stray quotation marks. ▪ Renumbered articles/sections where necessary and corrected references accordingly. ▪ Replaced references to “Town Administrator” and “Chief” with “Department Head.” ▪ Removed policies from Personnel Plan. These will be included in Employee Handbook. Revisions to policies will be made after a public hearing held by the Personnel Board, and will not be subject to approval by Town Meeting.
Article III. Definitions	
Section 2. Employee Categories	Changed hours from “at least 35” to “40” to reflect correct definition of workweek.
Section 5. Continuous Service	Corrected definition of “continuous service” to include unpaid leave for military service.
Section 10.	Added section to include language from now deleted Article XVI. Miscellaneous Provisions, Section 1.
Article IV. Administration	
Section 6.	Removed “g. sick time” and “j. personal time” from list of items to be included in personnel records.
Section 6a.	Replaced “may” with “shall”: “No material derogatory to an employee shall be filed in a personnel record.”
Article V. The Position Classification Plan	
Section 3a. Allocation Appeals	Clarified that employees go through department heads, not directly to Personnel Board, if individual believes that position has been misallocated. Also specified right of employee to appeal in accordance with “Article XV. Resolution of Complaints.”
Section 4. Maintenance of the Plan	Clarified that it is the responsibility of the Department Head to submit position descriptions to Personnel Board if a department is reorganized, or if responsibilities of position have changed.
Article VI. The Pay Plan	
Section 1. New Appointees	Sentences were reordered to read better.

Section 2b. Promotions	Added section to include language from now deleted Article XVI. Miscellaneous Provisions, Section 2.
Section 4. Demotions Section 6. Reinstated Employees	Clarified that Department Head will set rate of pay in accordance with approved range for the position for a demoted or reinstated employee, which will be reviewed by Personnel Board.
Section 10. Initial Adjustment of the Pay Plan	Deleted. This section described the initial adjustment to the Plan and is no longer relevant.
Article VII. Hours of Work and Overtime	
Section 4.	Clarified that in the case of a Per Diem Firefighter/EMT, OT is calculated on hours worked in excess of 50 in one week, or 10 in one day (in the event of an emergency for the latter).
Article VIII. Other Forms of Pay	
Section 2. Education Reimbursement	Course to be reimbursed must receive a grade of "B" or better. Had previously been "C-" or better.
Article X. Vacations	
Section 6.	Revised language to read that Department Head will approve the vacation schedules. Previously stated that Department head would schedule the vacation of each employee. Removed language regarding seniority.
Section 7.	Clarified that upon termination of employment, voluntarily or otherwise, employee is entitled to receive vacation time accrued but not yet taken.
Article XI. Paid Leaves of Absence	
Section 3. Jury Duty	Changed "employee's other position" to "employee's town position." ("Employee on jury duty shall be paid the difference between compensation for serving on jury and compensation provided for employee's town position.")
Section 5. Personal Leave	Removed language giving the Department Head sole discretion to deny personal leave and replaced with language stating that approval for personal leave shall not be unreasonably withheld.
	Clarified pro rata calculation of personal leave for reduced hours employee.

Section 7. Court Appearances	Revised language to include employees, who in addition to police, may need to appear in court on town business. Added personal time to the type of leave that could be taken for non-town related court appearances.
Section 8. Family and Medical Leave Act	Clarified to state the employee's entitlements under FMLA in a positive sense, rather than describing in a negative manner.
Article XIII. Layoffs	
Section 1.	Revised notice period from 3 weeks to "as soon as practicable."
Section 2.	Removed requirement for Department Head to lay off employees in reverse seniority in order to enable department head to keep the most qualified employees.
Article XIV. Disciplinary Actions and Dismissal	
Section 2. Enforcement Section 7. Disciplinary Probation Section 8. Suspension	Revised language to correctly reflect reporting structure: Department Heads (i.e. Chiefs & DPW Director) report to Board of Selectmen (not the Town Administrator) or the Library Board of Trustees.
Section 10. Employee Appeal	Replaced "the second step" with "step 2."
Article XV. Resolution of Complaints	
Section 2.	Removed Supervisor from process. Removed language regarding meeting times for Personnel Board (such language is not necessary since by practice, the Board schedules meetings as needed). Added Library Board of Trustees to Step 2 of process.
Article XVI. Miscellaneous Provisions	
Sections 1 and 2	Deleted article. Moved to appropriate sections within Personnel Plan (Article III, Section 10 and Article VI, Section 2b. respectively).
Article XVI. Compensation for Positions (newly numbered)	
Section 1.	Expanded to include Regular Part-time and Regular Reduced Hours Employees. Replaced "satisfactory" with "at least meets requirements."
Section 2.	Deleted. Employees in this section have now been included in Section 1. Regular Part-time and Regular Reduced Hours Employees will now be eligible for step increase on same time schedule as regular full-time employees.

Article XV. Performance Reviews (newly numbered)	
Section 2.	Replaced “satisfactory” with “at least meets requirements.” Clarified and simplified description of evaluation process.
Article XIX. Affirmative Action Policy	Removed
Article XX. Alcohol and Drug Free Workplace Policy	Removed
Article XXI. Harassment Policy	Removed
Article XXII. Hiring Policy	Removed
Attachment A: Complaint/Grievance Form	Revised to include “Statement of Remedial Action Sought” and “Supporting Evidence (list of enclosures).” Removed reference to “Supervisor” and Chief” and included “Library Board of Trustees” consistent with changes in Article XV. Resolution of Complaints.

FY 2009 Classification of Positions – Schedule A

REGULAR FULL-TIME SCHEDULE

Exempt Employees

Accountant
Assessor
Inspector of Buildings/~~Code Enforcement~~ Code Administration Officer
Planner
Treasurer

Nonexempt Employees

Secretary
Department Assistant
DPW Foreman
DPW Worker
DPW Semiskilled Worker
Building & Grounds Maintenance Worker

REGULAR REDUCED HOURS

SCHEDULE

COA Coordinator
~~Children's Librarian~~ Youth Services Librarian
Technical Services Librarian
Sr. Library Assistant
Library Assistant
DPW Worker
Inspector of Buildings/ Code Administration Officer

REGULAR PART-TIME SCHEDULE

Secretary
Department Assistant
~~Children's Librarian~~ Youth Services Librarian
Technical Services Librarian
Sr. Library Assistant
Library Assistant
Transfer Station Operator I
Conservation Agent
Van Dispatcher

PER DIEM SCHEDULE

Fire Lieutenant/EMT
Call Firefighter/EMT
Call Firefighter
Special Police Officer
Dispatcher

INTERMITTENT SCHEDULE

Cemetery Superintendent
Cemetery Laborer
Registrar Chairperson

Clerk of Elections
Election Worker
Registrar Member
Veterans' Agent
Call Fire Chief
Deputy Fire Chief
Fire Captain
Fire Lieutenant
Call Firefighter/EMT
Fire Department Chaplain
Call Building Inspector
Special Police Officer
Lock-up Attendant
Dispatcher
Seasonal Maintenance Worker
Snow Plower
Seasonal Conservation Worker
Assistant Building Inspector
Wiring Inspector
Plumbing and Gas Inspector
Dog Officer
Assistant Dog Officer
Animal Control Officer
Animal Inspector
Fence Viewer
Field Driver
Director of Summer Playground
Director of Gymnastics
Director of Winter Programs
Lead Counselor
Counselor
Counselor-in-Training
Intern (Town Hall)
Library Page
Junior Library Page
Van Driver

The following information is not part of Schedule A and is placed here for informational purposes only. These positions are elected, or pay is set by bargaining unit or personal contract.

DEPARTMENT HEADS

DPW Director

Fire Chief

Library Director

Police Chief

Town Administrator

UNION EMPLOYEES

Police Sergeant

Police Officer (StepA1/A1)

Firefighter/EMT

Dispatch Supervisor

Dispatcher

ELECTED POSITIONS

Selectman

Board of Health Member

Planning Board Member

Library Trustee

Moderator

Constable

Tax Collector

Town Clerk

FY 2010 Compensation of Positions - Schedule B

Position Title	<u>Step A</u>	<u>Step B</u>	<u>Step C</u>	<u>Step D</u>	<u>Step E</u>	<u>Step F</u>	<u>Step G</u>
<u>Salaried (Exempt) Employees</u>							
Grade 60	54,543.07	56,452.08	58,427.90	60,472.88	62,589.43	64,780.06	67,047.36
Inspector of Buildings/Code Enforcement Administration Officer							
Town Accountant							
Town Assessor							
Town Planner							
Town Treasurer							
Grade 50	47,428.71	49,088.72	50,806.82	52,585.06	54,425.54	56,330.43	58,302.00
Grade 40	42,344.78	43,826.84	45,360.78	46,948.41	48,591.60	50,292.31	52,052.54
Grade 30	37,811.25	39,134.64	40,504.35	41,922.01	43,389.28	44,907.90	46,479.68
Grade 20	33,756.70	34,938.19	36,161.03	37,426.66	38,736.60	40,092.38	41,495.61
Grade 10	30,693.74	31,768.02	32,879.90	34,030.70	35,221.77	36,454.53	37,730.44
<u>Hourly (Non-Exempt) Employees</u>							
Grade 60	\$26.22	\$27.14	\$28.09	\$29.07	\$30.09	\$31.14	\$32.23
Grade 50	\$22.81	\$23.60	\$24.43	\$25.29	\$26.17	\$27.09	\$28.03
Council on Aging Coordinator							
DPW Foreman							
Grade 40	\$20.36	\$21.07	\$21.81	\$22.58	\$23.37	\$24.18	\$25.03
Children's Youth Services Librarian							
Conservation Agent							
Grade 30	\$18.18	\$18.82	\$19.47	\$20.16	\$20.86	\$21.59	\$22.35
DPW Worker							
Department Assistant							
Technical Services Librarian							
Grade 20	\$16.23	\$16.80	\$17.39	\$18.00	\$18.63	\$19.28	\$19.95
Bldg. & Grounds Maint. Worker							
DPW Semi-Skilled Worker							
Transfer Station Operator I							
Senior Library Assistant							
Grade 10	\$14.76	\$15.27	\$15.81	\$16.36	\$16.93	\$17.53	\$18.14
Library Assistant							
Secretary							
Van Dispatcher							
<u>Per Diem Schedule (No Steps)</u>							
Fire Lieutenant/EMT	17.42						
Call Fighter/EMT	15.82						
Call Firefighter	15.82						
Special Police Officer	15.82						
Dispatcher	15.82						
<u>Intermittent Schedule (No Steps)</u>							
Cemetery Superintendent	8,309.33	annually					
Cemetery Laborer	10.42						
Registrar Chairperson	891.43	annually					
Clerk of Elections	11.32						
Election Worker	10.07						
Registrar Member	267.45	annually					
Veterans' Agent	14.71						
Call Fire Chief	40.82						
Deputy Fire Chief	19.14						
Fire Captain	18.28						
Fire Lieutenant	17.43						
Call Firefighter/EMT	15.82						

Intermittent Schedule (No Steps) (continued)

Fire Department Chaplain	15.82
Call Building Inspector	40.82
Special Police Officer	15.82
Lock-up Attendant	14.17
Dispatcher	15.82
Seasonal Maintenance Worker	12.91
Snow Plower	20.46
Seasonal Conservation Worker	12.10
Assistant Building Inspector	25.17
Wiring Inspector	fees \$50,000 cap/yr (Selectmen & FinCom may modify if required)*
Plumbing and Gas Inspector	fees \$15,000 cap/yr (Selectmen & FinCom may modify if required)*
Dog Officer	10,473.10 annually
Assistant Dog Officer	10.26 4 hour call min
Animal Control Officer	2,551.15 annually
Animal Inspector	939.89 annually
Fence Viewer	40.00 annually
Field Driver	45.00 annually
Director of Summer Playground	18.42
Director of Gymnastics	17.74
Director of Winter Programs	17.74
Lead Counselor	13.42
Counselor	10.07
Counselor-in-Training	9.41
Intern (Town Hall)	10.07
Library Page	10.07
Junior Library Page	9.06
Van Driver	12.60

NOTE

*Fee maximum is 1% of FY09 levy (or \$154,186)

*The following information is not part of Schedule B and is placed here for informational purposes only.
These positions are elected, or pay is set by bargaining unit or personal contract.*

Department Heads

		<i>FY 2009</i>	<i>FY 2010</i>	
DPW Director	Contract expires 6/30/11	75,000.00	75,750.00	<i>pending negotiations</i>
Fire Chief	Contract expires 12/31/08	86,528.00	87,393.28	<i>pending negotiations</i>
Library Director	Contract expires 12/31/11	67,054.00	70,070.00	
Police Chief	Contract expires 2/28/10 (base) with Quinn Bill	92,610.00 111,132.00	97,241.00 116,689.20	<i>pending negotiations</i>
Town Administrator	Contract expires 6/30/13	88,691.00	88,691.00	

Union Employees

Police Sergeant (Steps 1-3)
Police Officer (Steps A1/A2-F)
Firefighter/EMT (Steps A-F)
Dispatch Supervisor (Steps A-F)
Dispatcher (Steps A-F)

Elected Positions

	<i>FY 2009</i>	<i>FY 2010</i>
Selectman	400.00 annually	400.00 annually
Board of Health Member	166.67 annually	166.67 annually
Planning Board Member	109.00 annually	109.00 annually
Library Trustee	0.00 annually	0.00 annually
Moderator	0.00 per meeting	0.00 annually
Constable	3.00 /warrant posted/location	3.00 /warrant posted/location
Tax Collector (Grade 50)	57,724.75	58,302.00
Town Clerk (Grade 50)	37,646.57	38,023.04

Ms. Neville provided a summary of the proposed revisions to Schedules A & B as follows:

The changes in Schedule A are merely housekeeping. When reviewing the job description of the “Building Inspector/Code Enforcement Officer” the Board of Selectmen recommended changing the title of the position to “Building Inspector/Code Administration Officer,” a title which the Board believes more accurately reflects the role of the position. “Enforcement Officer” appears to connote more of a “policing” function, which is inconsistent with the Board’s view of the position. The position has also been added to the Regular Reduced Hours Schedule to reflect a position for which the hours worked are at least twenty per week, but less than forty.

The Library Board of Trustees has recommended the change in title from “Children’s Librarian” to “Youth Services Librarian.” Larger libraries may have both a Children’s Librarian and a Young Adult Librarian. Since the position at the Sargent Memorial Library covers both age groups, the title of “Youth Services Librarian” more accurately reflects the age of the population served by the position.

Schedule B has been revised to reflect a 1% cost of living increase.

The Board of Selectmen recommended unanimously (5 - 0).

The proposed changes seek to streamline the bylaw and reflect changes to the reporting structure already implemented by the Board of Selectmen. Sections of the bylaw, which are policies, will be removed and become part of the Employee Handbook. The Board of Selectmen also believes the salary increase of 1% for Schedule B employees is appropriate.

The Finance Committee recommended (5 – 1).

The Personnel Board recommended (3 - 0).

The motion on Article 4 carried unanimously.

ARTICLE 5 TOWN OPERATING BUDGET (Majority vote required)

Mr. Srivastava moved that the Town appropriate the sum of **\$19,281,552** for the operations and expenses of the Town during the fiscal year beginning July 1, 2009, the purposes for which funding are set forth in the Department Account Numbers 114 through 945, and any subheadings included under said account numbers, as printed in Article 5 of the Annual Town Meeting warrant, under the heading FY 2010 Budget and to meet this appropriation that \$215,197 be transferred from overlay surplus, that an amount of \$16,359 be transferred from Free Cash and that the balance be raised by taxation; and further to fund the cost items of the first year of collective bargaining agreements between: the Town and Massachusetts Coalition of Police, Local 200A Dispatch; the Town and Local 200 Massachusetts Coalition of Police; and the Town and the Boxborough Permanent Firefighters, PFFM Local 4601.

The Finance Committee recommended unanimously (6– 0).

The Board of Selectmen recommended, with amendments (5 - 0).

Mr. Gorman presented the recommendation of the Board of Selectmen as follows: the difficult work of budgeting the Town’s expenses for FY 2010 has been pursued by the Finance Committee, Board of Selectmen, and School Committee for the past five months. Against all odds, and in spite of reductions in some of our revenue sources, the process has resulted in a budget that provides our expected level of

services without requiring an operating override under Proposition 2 1/2. The difference between the Finance Committee budget and that desired by the Board of Selectmen is less than \$4,000 out of a total budget exceeding \$19 million. The amendments proposed to the budget are outlined in the Budget Summary Table printed in the warrant and include Fire Department Salaries, Public Works Department Salaries, Snow and Ice Salaries, and Other Expenses. The Board will not be making the amendment to Total Expenses-Family Services indicated in the warrant.

	<u>ACCOUNT NAME</u>	<u>FY2008</u> <u>ACTUAL</u>	<u>FY2009</u> <u>BUDGET</u>	<u>FY2010</u> <u>BUDGET</u>	<u>\$ Change</u> <u>FY10 VS</u> <u>FY09</u>	<u>% Change</u> <u>FY10 VS</u> <u>FY09</u>	<u>Amendment</u> <u>\$Inc/(Decr)</u>
114	Total Salaries - Moderator	\$ -	\$ -	\$ -	\$ -	0.00%	
114	Total Other Expenses - Moderator	\$ 20	\$ 50	\$ 50	\$ -	0.00%	
114	Total Moderator Expenses	\$ 20	\$ 50	\$ 50	\$ -	0.00%	
119	Total Salaries - Town Constable	\$ -	\$ -	\$ -	\$ -	0.00%	
119	Total Other Expenses - Town Constable	\$ 112	\$ 200	\$ 200	\$ -	0.00%	
119	Total Constable Expenses	\$ 112	\$ 200	\$ 200	\$ -	0.00%	
122	Total Salaries - Selectman	\$ 2,000	\$ 2,000	\$ 2,000	\$ -	0.00%	
122	Total Other Expenses - Selectman	\$ 944	\$ 2,975	\$ 2,861	\$ (114)	-3.83%	
122	Total Selectman Expenses	\$ 2,944	\$ 4,975	\$ 4,861	\$ (114)	-2.29%	
123	Total Salaries - Town Administrator	\$ 85,280	\$ 88,691	\$ 88,691	\$ -	0.00%	
123	Total Other Expenses- Town Administrator	\$ 2,475	\$ 2,525	\$ 2,750	\$ 225	8.91%	
123	Total Expenses - Town Administrator	\$ 87,755	\$ 91,216	\$ 91,441	\$ 225	0.25%	
131	Total Salaries - Finance Committee	\$ -	\$ -	\$ -	\$ -	0.00%	
131	Total Other Expenses- Finance Committee	\$ 369	\$ 450	\$ 450	\$ -	0.00%	
131	Total Expenses - Finance Committee	\$ 369	\$ 450	\$ 450	\$ -	0.00%	
135	Total Salaries - Accountant	\$ 57,571	\$ 61,970	\$ 64,781	\$ 2,811	4.54%	
135	Total Other Expenses- Accountant	\$ 20,706	\$ 24,718	\$ 24,936	\$ 218	0.88%	
135	Total Expenses - Accountant	\$ 78,277	\$ 86,688	\$ 89,717	\$ 3,029	3.49%	
141	Total Salaries - Assessor	\$ 53,453	\$ 55,894	\$ 58,428	\$ 2,534	4.53%	
141	Total Other Expenses-Assessor	\$ 10,424	\$ 13,390	\$ 9,975	\$ (3,415)	-25.50%	
141	Total Expenses - Assessor	\$ 63,877	\$ 69,284	\$ 68,403	\$ (881)	-1.27%	
145	Total Salaries - Treasurer	\$ 64,830	\$ 67,384	\$ 68,048	\$ 664	0.99%	
145	Total Other Expenses-Treasurer	\$ 15,715	\$ 13,885	\$ 13,610	\$ (275)	-1.98%	
145	Total Expenses - Treasurer	\$ 80,545	\$ 81,269	\$ 81,658	\$ 389	0.48%	
146	Total Salaries - Tax Collector	\$ 56,505	\$ 58,725	\$ 59,302	\$ 577	0.98%	
146	Total Other Expenses-Tax Collector	\$ 15,682	\$ 15,837	\$ 15,877	\$ 40	0.25%	
146	Total Expenses - Tax Collector	\$ 72,187	\$ 74,562	\$ 75,179	\$ 617	0.83%	
151	Total Salaries - Legal	\$ -	\$ -	\$ -	\$ -	0.00%	
151	Total Other Expenses-Legal	\$ 49,745	\$ 64,000	\$ 64,000	\$ -	0.00%	
151	Total Expenses - Legal	\$ 49,745	\$ 64,000	\$ 64,000	\$ -	0.00%	

ACCOUNT NAME		FY2008 ACTUAL	FY2009 BUDGET	FY2010 BUDGET	\$ Change FY10 VS FY09	% Change FY10 VS FY09	Amendment \$Inc/(Decr)
152	Total Salaries - Personnel Board	\$ -	\$ -	\$ -	\$ -	0.00%	
152	Total Other Expenses-Personnel Board	\$ -	\$ 150	\$ 260	\$ 110	73.33%	
152	Total Expenses - Personnel Board	\$ -	\$ 150	\$ 260	\$ 110	73.33%	
161	Total Salaries - Town Clerk	\$ 36,199	\$ 37,647	\$ 38,024	\$ 377	1.00%	
161	Total Other Expenses-Town Clerk	\$ 8,599	\$ 1,499	\$ 2,192	\$ 693	46.23%	
161	Total Expenses - Town Clerk	\$ 44,798	\$ 39,146	\$ 40,216	\$ 1,070	2.73%	
162	Total Salaries - Elect & Regist	\$ 4,203	\$ 3,997	\$ 3,382	\$ (615)	-15.39%	
162	Total Other Elect & Regist	\$ 4,868	\$ 4,961	\$ 4,056	\$ (905)	-18.24%	
162	Total Expenses - Elect & Regist	\$ 9,071	\$ 8,958	\$ 7,438	\$ (1,520)	-16.97%	
171	Total Salaries - Conservation Comm	\$ -	\$ -	\$ -	\$ -	0.00%	
171	Total Other - Conservation Comm	\$ 2,150	\$ 2,150	\$ 2,150	\$ -	0.00%	
171	Total Expenses - Conservation Comm	\$ 2,150	\$ 2,150	\$ 2,150	\$ -	0.00%	
175	Total Salaries - Planning Board	\$ 62,107	\$ 66,929	\$ 67,593	\$ 664	0.99%	
175	Total Other - Planning Board	\$ 3,456	\$ 3,760	\$ 4,013	\$ 253	6.73%	
175	Total Expenses - Planning Board	\$ 65,563	\$ 70,689	\$ 71,606	\$ 917	1.30%	
176	Total Salaries - Zoning Board	\$ -	\$ -	\$ -	\$ -	0.00%	
176	Total Other - Zoning Board	\$ 276	\$ 335	\$ 335	\$ -	0.00%	
176	Total Expenses - Zoning Board	\$ 276	\$ 335	\$ 335	\$ -	0.00%	
177	Total Salaries - Housing Board	\$ -	\$ -	\$ -	\$ -	0.00%	
177	Total Other - Housing Board	\$ 120	\$ -	\$ -	\$ -	0.00%	
177	Total Expenses - Housing Board	\$ 120	\$ -	\$ -	\$ -	0.00%	
179	Total Salaries - Agricultural Comm	\$ -	\$ -	\$ -	\$ -	0.00%	
179	Total Other - Agricultural Comm	\$ -	\$ -	\$ 200	\$ 200	100.00%	
179	Total Expenses - Agricultural Comm	\$ -	\$ -	\$ 200	\$ 200	100.00%	
192	Total Salaries - Town Hall	\$ 167,407	\$ 185,376	\$ 181,001	\$ (4,375)	-2.36%	
192	Total Other - Town Hall	\$ 61,333	\$ 66,290	\$ 60,143	\$ (6,147)	-9.27%	
192	Total Expenses - Town Hall	\$ 228,740	\$ 251,666	\$ 241,144	\$ (10,522)	-4.18%	
Total Town Government - Salaries		\$ 589,555	\$ 628,613	\$ 631,250	\$ 2,637	0.42%	
Total Town Government - Other Expenses		\$ 196,994	\$ 217,175	\$ 208,058	\$ (9,117)	-4.20%	
Total Town Government - Total Expenses		\$ 786,549	\$ 845,788	\$ 839,308	\$ (6,480)	-0.77%	

ACCOUNT NAME		FY2008 ACTUAL	FY2009 BUDGET	FY2010 BUDGET	\$ Change FY10 VS FY09	% Change FY10 VS FY09	Amendment \$Inc/(Decr)
210	Total Salaries - Police	\$ 916,166	\$ 956,300	\$ 969,621	\$ 13,321	1.39%	
210	Total Other - Police	\$ 110,766	\$ 121,625	\$ 90,625	\$ (31,000)	-25.49%	
210	Total Expenses - Police	\$ 1,026,932	\$ 1,077,925	\$ 1,060,246	\$ (17,679)	-1.64%	
220	Total Salaries - Fire	\$ 643,038	\$ 691,657	\$ 704,659	\$ 13,002	1.88%	\$ 3,366
220	Total Other - Fire	\$ 96,723	\$ 108,234	\$ 110,569	\$ 2,335	2.16%	
220	Total Expenses - Fire	\$ 739,761	\$ 799,891	\$ 815,228	\$ 15,337	1.92%	
221	Total Salaries - Dispatch	\$ 198,563	\$ 221,004	\$ 220,857	\$ (147)	-0.07%	
221	Total Other - Dispatch	\$ 32,378	\$ 25,219	\$ 31,721	\$ 6,502	25.78%	
221	Total Expenses - Dispatch	\$ 230,941	\$ 246,223	\$ 252,578	\$ 6,355	2.58%	
241	Total Salaries - Building Insp	\$ -	\$ -	\$ 41,899	\$ 41,899	100.00%	
241	Total Other - Building Insp	\$ 38,115	\$ 36,450	\$ 1,110	\$ (35,340)	-96.95%	
241	Total Expenses - Building Insp	\$ 38,115	\$ 36,450	\$ 43,009	\$ 6,559	17.99%	
291	Total Salaries -Emergency Mgt	\$ -	\$ -	\$ -	\$ -	0.00%	
291	Total Other - Emergency Mgt	\$ -	\$ 100	\$ -	\$ (100)	-100.00%	
291	Total Expenses - Emergency Mgt	\$ -	\$ 100	\$ -	\$ (100)	-100.00%	
292	Total Salaries - Dog Officer	\$ 9,971	\$ 10,370	\$ 10,474	\$ 104	1.00%	
292	Total Other - Dog Officer	\$ 1,434	\$ 1,625	\$ 1,625	\$ -	0.00%	
292	Total Expenses - Dog Officer	\$ 11,405	\$ 11,995	\$ 12,099	\$ 104	0.87%	
299	Total Salaries - Field Driver	\$ 45	\$ 45	\$ 45	\$ -	0.00%	
299	Total Other - Field Driver	\$ -	\$ 15	\$ 15	\$ -	0.00%	
299	Total Expenses - Field Driver	\$ 45	\$ 60	\$ 60	\$ -	0.00%	
Total Salaries - Protection		\$ 1,767,783	\$ 1,879,376	\$ 1,947,555	\$ 68,179	3.63%	
Total Other - Protection		\$ 279,416	\$ 293,268	\$ 235,665	\$ (57,603)	-19.64%	
Toatl Expenses - Protection		\$ 2,047,199	\$ 2,172,644	\$ 2,183,220	\$ 10,576	0.49%	

220 Salary: BoS plans to amend, to increase by \$3,366.

ACCOUNT NAME		FY2008 ACTUAL	FY2009 BUDGET	FY2010 BUDGET	\$ Change FY10 VS FY09	% Change FY10 VS FY09	Amendment \$Inc/(Decr)
300	Total Salaries - Blanchard School	\$ 4,036,013	\$ 3,923,069	\$ 4,068,124	\$ 145,055	3.70%	
300	Total Other - School-Blanchard School	\$ 1,381,756	\$ 1,350,332	\$ 1,265,466	\$ (84,866)	-6.28%	
300	Total Expenses - Blanchard School	\$ 5,417,769	\$ 5,273,401	\$ 5,333,590	\$ 60,189	1.14%	
310	Total Salaries - Minuteman Vocational HS	\$ -	\$ -	\$ -	\$ -	0.00%	
310	Total Other - Minuteman Vocational HS	\$ 283,713	\$ 299,902	\$ 361,704	\$ 61,802	20.61%	
310	Total Expenses - Minuteman Vocational HS	\$ 283,713	\$ 299,902	\$ 361,704	\$ 61,802	20.61%	
320	Total Salaries - ABRS Assessment	\$ -	\$ -	\$ -	\$ -	0.00%	
320	Total Other - ABRS Assessment	\$ 5,676,200	\$ 5,732,440	\$ 5,838,090	\$ 105,650	1.84%	
320	Total Expenses - A/B RHS Assessment	\$ 5,676,200	\$ 5,732,440	\$ 5,838,090	\$ 105,650	1.84%	
	Total Salaries - Education	\$ 4,036,013	\$ 3,923,069	\$ 4,068,124	\$ 145,055	3.70%	
	Total Other - Education	\$ 7,341,669	\$ 7,382,674	\$ 7,465,260	\$ 82,586	1.12%	
	Total Expenses - Education	\$ 11,377,682	\$ 11,305,743	\$ 11,533,384	\$ 227,641	2.01%	
ACCOUNT NAME		FY2008 ACTUAL	FY2009 BUDGET	FY2010 BUDGET	\$ Change FY10 VS FY09	% Change FY10 VS FY09	Amendment \$Inc/(Decr)
422	Total Salaries - Public Works	\$ 441,833	\$ 472,319	\$ 428,349	\$ (43,970)	-9.31%	\$ 750
422	Total Other - Public Works	\$ 256,346	\$ 218,620	\$ 220,293	\$ 1,673	0.77%	
422	Total Expenses - Public Works	\$ 698,179	\$ 690,939	\$ 648,642	\$ (42,297)	-6.12%	
423	Total Salaries - Snow & Ice	\$ 67,162	\$ 47,000	\$ 40,000	\$ (7,000)	-14.89%	\$ 7,000
423	Total Other - Snow & Ice	\$ 117,462	\$ 58,000	\$ 110,675	\$ 52,675	90.82%	\$ (20,675)
423	Total Expenses - Snow & Ice	\$ 184,624	\$ 105,000	\$ 150,675	\$ 45,675	43.50%	
424	Total Salaries - Street Lighting	\$ -	\$ -	\$ -	\$ -	0.00%	
424	Total Other - Street Lighting	\$ 2,770	\$ 3,191	\$ 3,191	\$ -	0.00%	
424	Total Expenses - Street Lighting	\$ 2,770	\$ 3,191	\$ 3,191	\$ -	0.00%	
425	Total Salaries - Hager Well Maintenance	\$ -	\$ -	\$ -	\$ -	0.00%	
425	Total Other - Hager Well Maintenance	\$ -	\$ -	\$ 14,000	\$ 14,000	100.00%	
425	Total Expenses - Hager Well Maintenance	\$ -	\$ -	\$ 14,000	\$ 14,000	100.00%	
429	Total Salaries - Fuel	\$ -	\$ -	\$ -	\$ -	0.00%	
429	Total Other - Fuel	\$ 76,413	\$ 61,500	\$ 60,000	\$ (1,500)	-2.44%	
429	Total Expenses - Fuel	\$ 76,413	\$ 61,500	\$ 60,000	\$ (1,500)	-2.44%	
431	Total Salaries - Hazardous Waste Coll	\$ -	\$ -	\$ -	\$ -	0.00%	
431	Total Other - Hazardous Waste Coll	\$ -	\$ 7,500	\$ 7,500	\$ -	0.00%	
431	Total Expenses - Hazardous Waste Coll	\$ -	\$ 7,500	\$ 7,500	\$ -	0.00%	
491	Total Salaries - Cemetery	\$ 7,911	\$ 8,897	\$ 8,310	\$ (587)	-6.60%	
491	Total Other - Cemetery	\$ 1,055	\$ 1,402	\$ 1,402	\$ -	0.00%	
491	Total Expenses - Cemetery	\$ 8,966	\$ 10,299	\$ 9,712	\$ (587)	-5.70%	
	Total Salaries-Public Works & Facilities	\$ 516,906	\$ 528,216	\$ 476,659	\$ (51,557)	-9.76%	
	Total - OtherPublic Works & Facilities	\$ 454,046	\$ 350,213	\$ 417,061	\$ 66,848	19.09%	
	Total Expenses-Public Works - Facilities	\$ 970,952	\$ 878,429	\$ 893,720	\$ 15,291	1.74%	

422 Salary: BoS plans to amend, to increase by \$750.

423 Salary: BoS plans to amend, to increase by \$7,000.

423 Other: BoS plans to amend, to decrease by \$20,765.

ACCOUNT NAME		FY2008 ACTUAL	FY2009 BUDGET	FY2010 BUDGET	\$ Change FY10 VS FY09	% Change FY10 VS FY09	Amendment \$Inc/(Decr)
510	Total Salaries - Landfill Monitoring	\$ -	\$ -	\$ -	\$ -	0.00%	
510	Total Other - Landfill Monitoring	\$ 2,573	\$ 5,000	\$ 5,250	\$ 250	5.00%	
510	Total Expenses - Landfill Monitoring	\$ 2,573	\$ 5,000	\$ 5,250	\$ 250	5.00%	
511	Total Salaries - Board of Health	\$ 500	\$ 501	\$ 501	\$ -	0.00%	
511	Total Other - Board of Health	\$ 963	\$ 15,765	\$ 16,990	\$ 1,225	7.77%	
511	Total Expenses - Board of Health	\$ 1,463	\$ 16,266	\$ 17,491	\$ 1,225	7.53%	
519	Total Salaries - Environmental Services	\$ -	\$ -	\$ -	\$ -	0.00%	
519	Total Other - Environmental Services	\$ 9,345	\$ 9,345	\$ 9,345	\$ -	0.00%	
519	Total Expenses - Environmental Services	\$ 9,345	\$ 9,345	\$ 9,345	\$ -	0.00%	
521	Total Salaries - Family Services	\$ -	\$ -	\$ -	\$ -	0.00%	
521	Total Other - Family Services	\$ 6,000	\$ 6,000	\$ -	\$ (6,000)	-100.00%	
521	Total Expenses - Family Services	\$ 6,000	\$ 6,000	\$ -	\$ (6,000)	-100.00%	
522	Total Salaries - Nursing Services	\$ -	\$ -	\$ -	\$ -	0.00%	
522	Total Other - Nursing Services	\$ 2,395	\$ 2,395	\$ 2,395	\$ -	0.00%	
522	Total Expenses - Nursing Services	\$ 2,395	\$ 2,395	\$ 2,395	\$ -	0.00%	
523	Total Salaries - Mental Health Svcses	\$ -	\$ -	\$ -	\$ -	0.00%	
523	Total Other - Mental Health Services	\$ 7,000	\$ 7,000	\$ 7,000	\$ -	0.00%	
523	Total Expenses - Mental Health Services	\$ 7,000	\$ 7,000	\$ 7,000	\$ -	0.00%	
541	Total Salaries - Council on Aging	\$ 37,777	\$ 36,458	\$ 38,112	\$ 1,654	4.54%	
541	Total Other - Council on Aging	\$ 3,048	\$ 3,119	\$ 2,725	\$ (394)	-12.63%	
541	Total Expenses - Council on Aging	\$ 40,825	\$ 39,577	\$ 40,837	\$ 1,260	3.18%	
543	Total Salaries - Veterans	\$ 190	\$ 190	\$ 190	\$ -	0.00%	
543	Total Other - Veterans	\$ 250	\$ 250	\$ 250	\$ -	0.00%	
543	Total Expenses - Veterans	\$ 440	\$ 440	\$ 440	\$ -	0.00%	
599	Total Salaries - Inspect of Animals	\$ 895	\$ 931	\$ 940	\$ 9	0.97%	
599	Total Other - Inspect of Animals	\$ -	\$ -	\$ -	\$ -	0.00%	
599	Total Expenses - Inspect of Animals	\$ 895	\$ 931	\$ 940	\$ 9	0.97%	
600	Total Salaries - Animal Control Officer	\$ 2,429	\$ 2,526	\$ 2,552	\$ 26	1.03%	
600	Total Other - Animal Control Officer	\$ 301	\$ 330	\$ 330	\$ -	0.00%	
600	Total Expenses - Animal Control Officer	\$ 2,730	\$ 2,856	\$ 2,882	\$ 26	0.91%	
Total Salaries-Health Services		\$ 41,791	\$ 40,606	\$ 42,295	\$ 1,689	4.16%	
Total - Other - Health Services		\$ 31,875	\$ 49,204	\$ 44,285	\$ (4,919)	-10.00%	
Total Expenses-Health Services		\$ 73,666	\$ 89,810	\$ 86,580	\$ (3,230)	-3.60%	

521 Other: BoH plans to amend, to increase by \$6,000 to restore funding of Family Services.

	<u>ACCOUNT NAME</u>	<u>FY2008</u> <u>ACTUAL</u>	<u>FY2009</u> <u>BUDGET</u>	<u>FY2010</u> <u>BUDGET</u>	<u>\$ Change</u> <u>FY10 VS</u> <u>FY09</u>	<u>% Change</u> <u>FY10 VS</u> <u>FY09</u>	<u>Amendment</u> <u>\$In/(Decr)</u>
610	Total Salaries - Library	\$ 163,273	\$ 175,538	\$ 181,772	\$ 6,234	3.55%	
610	Total Other - Library	\$ 104,704	\$ 113,658	\$ 114,014	\$ 356	0.31%	
610	Total Expenses - Library	\$ 267,977	\$ 289,196	\$ 295,786	\$ 6,590	2.28%	
630	Total Salaries - Recreation Comm	\$ 23,820	\$ 26,640	\$ 28,839	\$ 2,199	8.25%	
630	Total Other - Recreation Comm	\$ 7,625	\$ 10,800	\$ 9,300	\$ (1,500)	-13.89%	
630	Total Expenses - Recreation Comm	\$ 31,445	\$ 37,440	\$ 38,139	\$ 699	1.87%	
691	Total Salaries - Historical Comm	\$ -	\$ -	\$ -	\$ -	0.00%	
691	Total Other - Historical Comm	\$ 2,215	\$ 3,129	\$ 3,129	\$ -	0.00%	
691	Total Expenses - Historical Comm	\$ 2,215	\$ 3,129	\$ 3,129	\$ -	0.00%	
692	Total Salaries - Public celebration	\$ -	\$ -	\$ -	\$ -	0.00%	
692	Total Other - Public Celebration	\$ 588	\$ 665	\$ 665	\$ -	0.00%	
692	Total Expenses - Public Celebration	\$ 588	\$ 665	\$ 665	\$ -	0.00%	
693	Total Salaries - Steele Farm	\$ -	\$ -	\$ -	\$ -	0.00%	
693	Total Other - Steele Farm	\$ 500	\$ 500	\$ 500	\$ -	0.00%	
693	Total Expenses - Steele Farm	\$ 500	\$ 500	\$ 500	\$ -	0.00%	
699	Total Salaries - A/B Cultural Council	\$ -	\$ -	\$ -	\$ -	0.00%	
699	Total Other - A/B Cultural Council	\$ 1,500	\$ 1,500	\$ 1,500	\$ -	0.00%	
699	Total Expenses - A/B Cultural Council	\$ 1,500	\$ 1,500	\$ 1,500	\$ -	0.00%	
	Total Salaries - Culture & Recreation	\$ 187,093	\$ 202,178	\$ 210,611	\$ 8,433	4.17%	
	Total Other- Culture & Recreation	\$ 117,132	\$ 130,252	\$ 129,108	\$ (1,144)	-0.88%	
	Total Expenses - Culture & Recreation	\$ 304,225	\$ 332,430	\$ 339,719	\$ 7,289	2.19%	

	<u>ACCOUNT NAME</u>	<u>FY2008</u> <u>ACTUAL</u>	<u>FY2009</u> <u>BUDGET</u>	<u>FY2010</u> <u>BUDGET</u>	<u>\$ Change</u> <u>FY10 VS</u> <u>FY09</u>	<u>% Change</u> <u>FY10 VS</u> <u>FY09</u>	<u>Amendment</u> <u>\$Inc/(Decr)</u>
710	Total Salaries - Maturing Debt Principal	\$ -	\$ -	\$ -	\$ -	0.00%	
710	Total Other - Maturing Debt Principal	\$ 728,000	\$ 723,000	\$ 718,000	\$ (5,000)	-0.69%	
710	Total Expenses - Maturing Debt Principal	\$ 728,000	\$ 723,000	\$ 718,000	\$ (5,000)	-0.69%	
751	Total Salaries - Maturing Debt Interest	\$ -	\$ -	\$ -	\$ -	0.00%	
751	Total Other - Maturing Debt Interest	\$ 678,412	\$ 634,109	\$ 584,238	\$ (49,871)	-7.86%	
751	Total Expenses - Maturing Debt Interest	\$ 678,412	\$ 634,109	\$ 584,238	\$ (49,871)	-7.86%	
	Total Salaries - Debt Service	\$ -	\$ -	\$ -	\$ -	0.00%	
	Total Other - Debt Service	\$ 1,406,412	\$ 1,357,109	\$ 1,302,238	\$ (54,871)	-4.04%	
	Total Expenses - Debt Service	\$ 1,406,412	\$ 1,357,109	\$ 1,302,238	\$ (54,871)	-4.04%	

<u>ACCOUNT NAME</u>		<u>FY2008</u> <u>ACTUAL</u>	<u>FY2009</u> <u>BUDGET</u>	<u>FY2010</u> <u>BUDGET</u>	<u>\$ Change</u> <u>FY10 VS</u> <u>FY09</u>	<u>% Change</u> <u>FY10 VS</u> <u>FY09</u>	<u>Amendment</u> <u>\$Inc/(Decr)</u>
830	Total Salaries - County Ret. Assessment	\$ -	\$ -	\$ -	\$ -	0.00%	
830	Total Other - County Ret Assessment	\$ 366,730	\$ 408,903	\$ 467,683	\$ 58,780	14.38%	
830	Total Expenses - County Ret Assessment	\$ 366,730	\$ 408,903	\$ 467,683	\$ 58,780	14.38%	
912	Total Salaries - Other Benefit Insurance	\$ -	\$ -	\$ -	\$ -	0.00%	
912	Total Other - Other Benefit Insurance	\$ 67,931	\$ 69,295	\$ 69,594	\$ 299	0.43%	
912	Total Expenses - Other Benefit Insurance	\$ 67,931	\$ 69,295	\$ 69,594	\$ 299	0.43%	
915	Total Salaries - Employee Benefits	\$ -	\$ -	\$ -	\$ -	0.00%	
915	Total Other - Employee Benefits	\$ 1,170,398	\$ 1,232,100	\$ 1,285,735	\$ 53,635	4.35%	
915	Total Expenses - Employee Benefits	\$ 1,170,398	\$ 1,232,100	\$ 1,285,735	\$ 53,635	4.35%	
945	Total Salaries -Liability Insurance	\$ -	\$ -	\$ -	\$ -	0.00%	
945	Total Other - Liability Insurance	\$ 91,067	\$ 97,000	\$ 95,371	\$ (1,629)	-1.68%	
945	Total Expenses - Liability Insurance	\$ 91,067	\$ 97,000	\$ 95,371	\$ (1,629)	-1.68%	
	Total Salaries - Employee Benefits	\$ -	\$ -	\$ -	\$ -	0.00%	
	Total Other- Employee Benefits	\$ 1,696,126	\$ 1,807,298	\$ 1,918,383	\$ 111,085	6.15%	
	Total Expenses- Employee Benefits	\$ 1,696,126	\$ 1,807,298	\$ 1,918,383	\$ 111,085	6.15%	
131	Reserve Fund - Original Budget	\$ -	\$ 185,000	\$ 185,000	\$ -	0.00%	
131	Reserve Fund - Transferred Out	\$ -	\$ -	\$ -	\$ -	0.00%	
131	Reserve Fund - Net Balance	\$ -	\$ 185,000	\$ 185,000	\$ -	0.00%	

<u>ACCOUNT NAME</u>	<u>FY2008</u> <u>ACTUAL</u>	<u>FY2009</u> <u>BUDGET</u>	<u>FY2010</u> <u>BUDGET</u>	<u>\$ Change</u> <u>FY10 VS</u> <u>FY09</u>	<u>% Change</u> <u>FY10 VS</u> <u>FY09</u>	<u>Amendment</u> <u>\$Inc/(Decr)</u>
SALARIES						
Town Government	\$ 589,555	\$ 628,613	\$ 631,250	\$ 2,637	0.42%	
Protection	\$ 1,767,783	\$ 1,879,376	\$ 1,947,555	\$ 68,179	3.63%	*
Public Works & Facilities	\$ 516,906	\$ 528,216	\$ 476,659	\$ (51,557)	-9.76%	*
Health Services	\$ 41,791	\$ 40,606	\$ 42,295	\$ 1,689	4.16%	
Cultural & Recreation	\$ 187,093	\$ 202,178	\$ 210,611	\$ 8,433	4.17%	
Total Salaries Reserved	\$ -	\$ -	\$ -	\$ -	0.00%	
Total Town	\$ 3,103,128	\$ 3,278,989	\$ 3,308,370	\$ 29,381	0.90%	
Education	\$ 4,036,013	\$ 3,923,069	\$ 4,068,124	\$ 145,055	3.70%	
Employee Benefits	\$ -	\$ -	\$ -	\$ -	0.00%	
Debt Service	\$ -	\$ -	\$ -	\$ -	0.00%	
Reserve Fund	\$ -	\$ -	\$ -	\$ -	0.00%	
TOTAL SALARIES	\$ 7,139,141	\$ 7,202,058	\$ 7,376,494	\$ 174,436	2.42%	
OTHER EXPENSES						
Town Government	\$ 196,994	\$ 217,175	\$ 208,058	\$ (9,117)	-4.20%	
Protection	\$ 279,416	\$ 293,268	\$ 235,665	\$ (57,603)	-19.64%	
Public Works & Facilities	\$ 454,046	\$ 350,213	\$ 417,061	\$ 66,848	19.09%	*
Health Services	\$ 31,875	\$ 49,204	\$ 44,285	\$ (4,919)	-10.00%	*
Cultural & Recreation	\$ 117,132	\$ 130,252	\$ 129,108	\$ (1,144)	-0.88%	
Total Town	\$ 1,079,463	\$ 1,040,112	\$ 1,034,177	\$ (5,935)	-0.57%	
Education	\$ 7,341,669	\$ 7,382,674	\$ 7,465,260	\$ 82,586	1.12%	
Employee Benefits	\$ 1,696,126	\$ 1,807,298	\$ 1,918,383	\$ 111,085	6.15%	
Debt Service	\$ 1,406,412	\$ 1,357,109	\$ 1,302,238	\$ (54,871)	-4.04%	
Reserve Fund	\$ -	\$ 185,000	\$ 185,000	\$ -	0.00%	
TOTAL OTHER EXPENSES	\$ 11,523,670	\$ 11,772,193	\$ 11,905,058	\$ 132,865	1.13%	
TOTAL EXPENSES						
Town Government	\$ 786,549	\$ 845,788	\$ 839,308	\$ (6,480)	-0.77%	
Protection	\$ 2,047,199	\$ 2,172,644	\$ 2,183,220	\$ 10,576	0.49%	*
Public Works & Facilities	\$ 970,952	\$ 878,429	\$ 893,720	\$ 15,291	1.74%	*
Health Services	\$ 73,666	\$ 89,810	\$ 86,580	\$ (3,230)	-3.60%	*
Cultural & Recreation	\$ 304,225	\$ 332,430	\$ 339,719	\$ 7,289	2.19%	
Total Salaries Reserved	\$ -	\$ -	\$ -	\$ -	0.00%	
Total Town	\$ 4,182,591	\$ 4,319,101	\$ 4,342,547	\$ 23,446	0.54%	
Education	\$ 11,377,682	\$ 11,305,743	\$ 11,533,384	\$ 227,641	2.01%	
Employee Benefits	\$ 1,696,126	\$ 1,807,298	\$ 1,918,383	\$ 111,085	6.15%	
Debt Service	\$ 1,406,412	\$ 1,357,109	\$ 1,302,238	\$ (54,871)	-4.04%	
Reserve Fund	\$ -	\$ 185,000	\$ 185,000	\$ -	0.00%	
TOTAL EXPENSES	\$ 18,662,811	\$ 18,974,251	\$ 19,281,552	\$ 307,301	1.62%	
Budget Prior to Reserve Fund Calculation	\$ 18,662,811	\$ 18,789,251	\$ 19,096,552	\$ 307,301	1.64%	

* indicates a potential amendment

**Blanchard Memorial School
FY 2010 Budget Account Summary**

ACCT.	CATEGORY	FY 07 Actual	FY 08 Actual	FY 09 Budget	FY 10 Proposed	Increase/Decrease FY 09 - FY 10	
						\$	%
1100	School Comm.	\$ 16,728	\$ 19,649	\$ 13,392	\$ 56,845	\$ 43,453	324.47%
1200	Superintendent Office	\$ -	\$ -	\$ 182,941	\$ 182,941	\$ -	0.00%
1400	Bus. Office	\$ 98,992	\$ 103,951	\$ 110,517	\$ 111,317	\$ 800	0.72%
2100	Special Ed Office	\$ 119,311	\$ 123,445	\$ 128,883	\$ 131,983	\$ 3,100	2.41%
2200	Supt/Prin Office	\$ 298,931	\$ 317,478	\$ 152,032	\$ 150,742	\$ (1,290)	-0.85%
2250	Tech Admin	\$ 136,958	\$ 116,041	\$ 110,332	\$ 122,918	\$ 12,586	11.41%
2300	Teaching	\$ 3,019,718	\$ 3,112,648	\$ 3,041,194	\$ 3,113,869	\$ 72,675	2.39%
2350	Prof. Development	\$ 91,287	\$ 64,577	\$ 103,248	\$ 41,348	\$ (61,900)	-59.95%
2400	Textbooks	\$ 35,882	\$ 37,850	\$ 37,850	\$ -	\$ (37,850)	-100.00%
2500	Media	\$ 70,181	\$ 59,235	\$ 59,025	\$ 61,112	\$ 2,087	3.54%
2700	Guidance/Psychological	\$ 82,541	\$ 88,930	\$ 85,246	\$ 100,356	\$ 15,110	17.73%
3200	Health Services	\$ 49,533	\$ 52,316	\$ 53,934	\$ 54,182	\$ 248	0.46%
3300	Transportation	\$ 374,731	\$ 379,566	\$ 325,978	\$ 346,054	\$ 20,076	6.16%
3400	Food Services	\$ 27,382	\$ 33,152	\$ 36,970	\$ 36,970	\$ -	0.00%
4130	Utilities	\$ 176,753	\$ 171,530	\$ 182,938	\$ 188,938	\$ 6,000	3.28%
4220	Maintenance	\$ 250,745	\$ 286,166	\$ 215,954	\$ 205,510	\$ (10,444)	-4.84%
4400	Technology	\$ 82,884	\$ 97,028	\$ 49,067	\$ 49,068	\$ 1	0.00%
5100	Retirement	\$ 42,563	\$ 83,383	\$ -	\$ -	\$ -	0.00%
6300	Civic Activities	\$ 4,508	\$ 4,126	\$ 5,339	\$ 5,630	\$ 291	5.45%
7000	Capital Exp.	\$ 35,242	\$ 32,900	\$ 35,000	\$ 34,000	\$ (1,000)	-2.86%
9100	SPED Tuition	\$ 205,408	\$ 46,794	\$ 67,682	\$ 249,500	\$ 181,818	268.64%
9400	Collaborative	\$ 165,861	\$ 187,004	\$ 275,879	\$ 90,307	\$ (185,572)	-67.27%
	TOTALS	\$ 5,386,139	\$ 5,417,769	\$ 5,273,401	\$ 5,333,590	\$ 60,189	1.14%

Mr. Fallon moved through the budget section by section. Voters were asked to step to the microphone if they had questions on any of the department line items in a section.

Mr. Gorman moved to increase Department 220 Total Salaries-Fire to \$708,025, and to meet this appropriation, that an additional amount of \$3,366 be transferred from Free Cash. Finance Committee member Bill Burke said that, in the opinion of the Finance Committee, this was not warranted.

The motion to amend Dept 220 Total Salaries – Fire passed by vote of hands.

Sue Spencer, Coolidge Farm Rd., thought that the Building Inspector Expenses line was a large increase from last year. Mr. Gorman said that position is being switched from contractor to employee.

Mr. Raad, Houghton Ln., wanted more detail on the executive offices for Department 300--Blanchard School. Ms. Bieber said that the offices were Superintendent, Principal, Director of Pupil Services and Business Manager. Eric Molander questioned the School Committee line item. Ms. Bieber explained that the increase was due to money for teacher raises being parked there while the Committee and the teachers' union were in the process of collective bargaining. She explained that increases for teachers can

come from steps representing years of service, lane changes reflecting an increase in educational credentials and supermax for longevity.

A resident of Stow Rd. had a question about the Superintendent Office, that it seemed redundant with principal. Ms. Bieber explained that the school used to have a combined position and that state law requires a superintendent for every district. She said the School Committee intends to look at the administrative structure again next year.

Mr. Raad questioned line 310, Minuteman Tech. He felt the cost of \$33,000 per pupil was too high. Trina Touns wondered why the Director of Pupil Services at Minuteman was not replaced. She questioned how the school could deal with the large number of special education students. Mr. Lafferty, Assistant Superintendent at Minuteman, said the actual cost is \$27,000 per pupil and that Minuteman has a full-time Director of Special Education. Ms. Cheryl Mahoney, Liberty Square Rd., said that graduates are prepared to get jobs right out of high school and have real hands-on training.

Tracy Sierra spoke as a member of the Minuteman staff on the value of Minuteman training. Eileen Garcia-Smith asked which community would pay if a choice student from AB went to Minuteman Tech. The home community would pay, according to Ms. Bieber.

Mr. Powers moved to increase Department 422 Total Salaries –Public Works to \$429,099, and to meet this appropriation, that an additional amount of \$750 be transferred from Free Cash. The Finance Committee did not recommend.

The motion to amend Department 422 Total Salaries – Public Works passed by voice vote.

Mr. Powers moved that the Town increase Department 423—Total Salaries –Snow and Ice to \$47,000 and to meet this appropriation that an additional \$7,000 be transferred from Free Cash.

The motion to amend Department 423—Total Salaries—Snow and Ice passed by voice vote.

Mr. Powers moved that the town decrease Dept 423, Total Other Expenses—Snow and Ice to \$90,000, and to meet this appropriation that \$20,675 be reduced from the amount to be transferred from Free Cash. He said that overestimating this line item presents difficulties with the state and that, unlike other line items in the town budget, the Department of Revenue allowed overruns in Snow and Ice to be paid for from the next year's budget. Mr. Srivastava believes the line item has been underfunded year after year and that the amount in the budget reflects a five-year average, which the FinCom felt was a more prudent estimate to use. There was much confusion about the accounting of this line item.

The motion to amend Department 423, Total Other Expenses—Snow and Ice passed on a standing vote.

Eric Molander questioned Department 511 Total Other-- Board of Health. Marie Cannon, Chair of the Board of Health, said it was for mosquito larvacide application. Rita Grossman wanted to know what the ConsCom thought of the larvacide expense. Charlene Golden, member of the Conservation Commission, said that the Commission has some concerns and will look into it further. She said the Commission would like to get some community response as well. Cheryl Mahoney asked if there was liability if someone got sick as a result of a mosquito-borne illness if the town didn't spray. Town Counsel said that since there is no obligation to spray there is no liability.

Jay Bhatia wondered about the rationale to drop funding for Family Services in line item 521. Mr. Gorman said that many of the services provided to the Town by Concord Family Services are now funded

through charities, such as United Way. Boxborough is the only town still contributing to this organization through an assessment. Channing Wagg supported keeping the money in the budget. He believed the economy will make it even more important.

Mr. Wagg moved to add \$6,000 to line item 521.

Mr. Srivastava said that the Finance Committee was against the motion. He said the money is a donation to a nonprofit which is unusual for a town to contribute to. Owen Neville read the Town Report and was surprised to see Boxborough listed as the only town to donate. He spoke against the motion.

The motion to amend Line Item 521—Family Services failed.

Mr. Neville moved to amend line item 521 to \$3,000. He felt we should not cut funding completely so suddenly.

Michael Toups asked what the organization is and what they do. Ms. Cannon said that Concord Family and Youth Services provide services to children and families. She said other towns contribute to the organization through their community chest funds.

The motion to amend Line Item 521—Family Services failed.

There was a question on the County Retirement Assessment line. Mr. Gorman said that the line was mostly employee health insurance. Ms. Garcia-Smith asked what percentage of benefits employees pay. Mr. Gorman said that town employees pay 30%, school employees 20%.

Taking into account the amendments, Mr. Srivastava moved that the Town appropriate the sum of **\$19,271,993** for the operations and expenses of the Town during the fiscal year beginning July 1, 2009, the purposes for which funding are set forth in the Department Account Numbers 114 through 945, and any subheadings included under said account numbers, as printed in Article 5 of the Annual Town Meeting warrant, under the heading FY 2010 Budget, except for

Department 220, Total Salaries—Fire, \$704,659 is increased to \$708,025

Department 422, Total Salaries—Public Works, \$428,349 is increased to \$429,099

Department 423, Total Salaries—Snow & Ice, \$40,000 is increased to \$47,000

Department 423, Total Other Expenses—Snow & Ice, \$110,675 is decreased to \$90,000

and to meet this appropriation that \$215,197 be transferred from overlay surplus, that an amount of \$6,800 be transferred from Free Cash and that the balance be raised by taxation; and further to fund the cost items of the first year of collective bargaining agreements between: the Town and Massachusetts Coalition of Police, Local 200A Dispatch; the Town and Local 200 Massachusetts Coalition of Police; and the Town and the Boxborough Permanent Firefighters, PFFM Local 4601.

The motion on Article 5 passed, as amended, by voice vote.

ARTICLE 6 AMEND TAX INCREMENT FINANCING AGREEMENT (INTERACTIVE DATA) (Majority vote required)

Mr. Gorman moved to authorize the Board of Selectmen to execute an Amendment to a Tax Increment Financing (TIF) Agreement by and between The Town of Boxborough, AB Properties LLC and Interactive Data Corporation, which was originally executed on September 20, 2004 and any documents relating thereto, a copy of said amendment is available for review in the office of the Town Clerk and on the town's website, and to take such other actions as are necessary or appropriate to implement those documents, and take such other and further action as may be necessary or appropriate to carry out the purposes of this article.

Mr. Gorman presented the Board of Selectmen recommendation as follows:

Since the establishment of its data center at 60 Codman Hill Road, Interactive Data Corporation has provided significant economic benefits to the Town of Boxborough such as new and substantial commercial tax revenue, employment opportunities for Boxborough residents and monies towards the design and construction of a walking path between the Town's Library and the Blanchard Memorial School. The proposed Amendment to the existing TIF Agreement would expand the parameters of the Agreement to include the second floor of the Company's 60 Codman Hill Road facility. This Amendment to and expansion of the existing TIF Agreement is required in order for Interactive Data Corporation to qualify for EDIP Tax Benefits associated with its planned second floor expansion.

The Finance Committee recommended support for the motion.

The motion on Article 6 carried by voice vote.

ARTICLE 7 MINUTEMAN REGIONAL VOCATIONAL SCHOOL DISTRICT - ESTABLISH A STABILIZATION FUND (Majority vote required)

Mr. Gorman moved to approve the establishment of a stabilization fund by the Minuteman Regional Vocational School District, as authorized by MGL c. 71, § 16G1/2, effective as of July 1, 2009.

Mr. Lafferty, Assistant Superintendent of Minuteman Tech, spoke to the motion. He indicated that approval of this article casts the Town's vote in favor of the establishment of a stabilization fund requested by the Minuteman Regional Vocational Technical School District. This stabilization fund is established by majority vote of the Minuteman School Committee and majority vote of the member towns' Town Meetings. The stabilization fund "belongs" to Minuteman, not the individual towns.

No funding is requested at this time. The stabilization fund would be funded from the Minuteman budget, not the towns' budgets. However, town budgets would be indirectly affected because the Minuteman budget comes largely from assessments on the member towns.

The Finance Committee recommended unanimously (5 – 0).

Mr. Bhatia questioned whether it could be true that there would be no impact on our assessment. Mr. Lafferty said there would not be a refund in case of underspending the budget. The balance would be put in the Minuteman E & D account.

The motion on Article 7 carried by voice vote.

ARTICLE 8 POLICE DEPARTMENT – BULLET PROOF VESTS (Majority vote required)

Mr. Gorman moved to transfer from Free Cash the sum of Ten Thousand Eight Hundred Dollars (\$10,800), for the purpose of acquiring bulletproof vests for the Police Department. The Board of Selectmen recommended unanimously (5-0). Mr. Gorman presented the BOS recommendation as follows:

Each police officer in Boxborough is issued a bulletproof—or, more accurately, bullet-resistant vest designed to protect him or her from a threat at least equal to the firearm carried by the officer. These vests are purchased to specifications developed by the National Institute of Justice (NIJ Standard-0101.06), and are warranted by manufacturers for compliance to the NIJ Standard for a period of five (5) years. We are coming to the end of the warranty period for the vests currently used by Boxborough's officers and require their replacement on both moral/ethical and practical liability grounds. The vests are worn by officers while on shift, which may be 16 hours per day. They are semi-custom fitted (e.g. made to measurements) for a reasonable level of comfort and may be purchased from several manufacturers for prices ranging from ~ \$650 to >\$1000 each. The proposed price of \$900 per vest (x 12 vests for a total of \$10,800) allows the Chief some flexibility to obtain the best price: performance value. The police department will also apply for up to 50% reimbursement of the cost for these vests under the Federal Government Bulletproof Vest Partnership (BVP). Should such a grant be awarded, the amount will be applied to the cost of the vests and any residual from the appropriated amount will be returned to free cash.

The Finance Committee recommended unanimously (6– 0).

Mr. Srivastava presented the FinCom recommendation as follows:

While the currently owned vests do fall under warranty, recent studies have shown that these types of vests deteriorate faster than the manufacturer's listed expiration date. The Finance Committee believes that we need to provide appropriate safety equipment for the Boxborough Police and approves the purchase of the new vests. The police department is also actively applying for grants that may subsidize the cost to the Town. The increase in taxation would be \$0.011 per \$1,000 valuation or \$5.47 for the average single family-home of \$519,000 valuation, if the funding source was not free cash or stabilization.

The motion on Article 8 passed by voice vote.

ARTICLE 9 POLICE DEPARTMENT – PORTABLE ELECTRONIC SPEED AWARENESS SIGN (Majority vote required)

Mr. Gorman moved to transfer from Free Cash the sum of Eight Thousand Five Hundred Dollars (\$8,500), for the purpose of acquiring a portable electronic speed awareness sign for the Police Department. Mr. Fallon said that Article 14, also a speed related article, can be included in the discussion but the vote will be on Article 9 only.

The Board of Selectmen recommended unanimously (5 - 0). Mr. Gorman presented the BOS recommendation as follows:

Data collected by the Boxborough Police Department has demonstrated that, from time to time throughout town, average motor vehicle speeds begin to exceed acceptable levels, leading to potential dangers of injury for pedestrians, cyclists, pets and other motor vehicle occupants. Radar speed signs have been shown to be an effective means of reminding the public of their speed, and have the virtues of relatively low cost and easy portability to roadway sections deemed by the police department as needing extra enforcement effort. When used with intermittent patrol car radar enforcement, the speed signs leverage the department's manpower and provide a cost-effective means of speed control for any roadway section in town. The \$8,500 appropriation here proposed provides a middle-of-the-road speed sign, but

does not address the large electronic message board functions utilized on loan during the December ice storm. The large electronic message boards run ~ 3x the cost proposed here and are deemed outside the scope of the immediate speed control needs identified.

The Finance Committee does not recommend (6 – 0). Mr. Srivastava presented the FinCom recommendation as follows:

This is nice to have but not an essential piece of equipment for the Town. The increase in taxation would be \$0.008 per \$1,000 valuation or \$4.30 for the average single-family home of \$519,000 valuation, if the funding source was not free cash or stabilization.

Mr. Richard Andelman, Depot Rd., petitioner for Article 14, felt that the speed sign was expensive and ineffective. He believed the solution to speeding recommended in Article 9 is better addressed by Article 14.

The motion on Article 9 failed.

Mr. Andelman moved to take Article 14 out of order.

The motion to take Article 14 out of order carried by voice vote.

ARTICLE 14 INSTALLATION OF “SLOW CHILDREN” SIGNS AND SPEED TABLES^{##}
(submitted by petition) (Majority vote required)

Mr. Andelman, the petitioner, moved to appropriate from Free Cash the sum of Twelve Thousand Five Hundred Dollars (\$12,500), to install approximately five (5) “Slow Children” signs on roads throughout Boxborough, and two (2) Speed Tables on Depot Rd between Prescott and Middle Roads, as a pilot program to reduce excessive vehicle speeds and increase the safety and enjoyment of the roads throughout Boxborough.

Mr. Andelman spoke in favor of his motion and made a brief slide presentation.

Summary submitted by Petitioner

Measurements have shown that more than 375 cars every week speed at 40 to 55 mph or more on 25mph roads in Boxborough, racing around corners and careening over rises in the road with limited visibility. Pedestrians and bikers are put in danger, parents fear for their children’s safety, and the roads are unsafe for children waiting for school buses. Speed tables and slow children signs are the least expensive yet most effective solutions to the problem, and “traffic calming” devices such as speed tables are selected by the institute of transportation engineers as the “most widely used traffic calming devices in the United States.” Speed tables can be relocated to different roads, leverage and assist valuable police resources, and have been proven to decrease accident rates. “Traffic calming” measures such as speed tables are used extensively in many towns in Massachusetts, and are used in cold weather climates throughout the US and Canada.

The Board of Selectmen, unanimously, does not recommend, (5 - 0).

Mr. Raid Suleiman spoke against the motion on behalf of the Board of Selectmen. Speed Tables are neither the best nor most efficient means to control speed. They have been shown to shift traffic volume to other locations (*Bretherton, W. Martin Institute of Transportation Engineers Annual Meeting, 2003*). Furthermore, speed tables manufactured from textured materials may increase noise and air pollution, while speed tables manufactured from nontextured materials may have questionable aesthetics. Speed

tables will also require moving during the winter, which will impose a scheduling burden and an additional workload on the DPW.

In a small town like ours, traffic control is the responsibility of our Police Department. We believe that a radar speed sign, as proposed in Article 9, will help considerably in addressing this issue. Additionally, radar speed signs have the virtue of relatively low cost and easy portability to roadway sections deemed by the police department as needing extra enforcement effort.

The Finance Committee unanimously, does not recommend (6 – 0).

A member of the FinCom spoke on behalf of the Finance Committee against the motion. The increase in taxation would be \$0.012 per \$1,000 valuation or \$6.33 for the average single-family home of \$519,000 valuation, if the funding source was not free cash or stabilization.

Bill Burke, Steele Ln, asked what effect the speed tables would have on DPW equipment. Mr. Andelman said that 75% of towns leave them in place over the winter. They take two hours to move. Bruce Gray, Sargent Rd., asked how many accidents have occurred in the last 10 or 20 years. Do we actually have a problem? Chief Vance said there was one relatively serious accident on Depot Rd. in the past several years. His research said no one likes the speed tables and that snow did cause problems. Laura Russell, Inches Brook, asked if there would be a budget impact if DPW has to move them. Mr. Suleiman asked Scott Doughty, DPW foreman to answer. Scott said that the DPW trucks would not be damaged if they stay in place, but the speed tables could be torn up by the plows. There also needs to be signage. Mark White, Sara's Way, asked the chief what other towns experienced. Chief Vance said that other towns use them in commercial areas or densely populated residential areas. The chief does not recommend them. Speeding problems can be handled by the police. Jay Bhatia asked for more details on the cost. Mr. Bhatia also asked if Mr. Andelman's side of Depot Rd. is the only place for the speed tables. He finds his side of Depot Rd. has a lot of speeders. The chief said speeding on Depot Rd. is similar to speeding on Sargent Rd. and other roads. Mr. Andelman said that the cost split depends on number of locations. The intent is to be able to move them, which makes them more expensive. Mr. Bhatia recommended voting against the motion.

Mr. Raad felt that the work involved with the speed tables was underestimated by the presenter. He thought the police could continue to monitor speeders. Mr. Gorman asked if there was an estimate on the cost of moving the tables. Mr. Andelman said that an estimate from the vendor was 2-3 hours for a crew. Kathy Becker asked about the range of effectiveness. Mr. Andelman said that the two tables should be 300' apart for maximum effectiveness. Christopher Mahoney said that the problem isn't speeders, it's people ignoring stop signs. He worried about ambulances and other emergency vehicles having to slow down. Mr. Andelman said the impact is minimal—2-3 seconds.

Anne Canfield moved the question. **The motion to move the question passed unanimously. The motion on Article 14 failed.**

There was a motion to adjourn the meeting until Tuesday, May 12, at 7:00 p.m.

The motion to adjourn carried unanimously. The meeting was adjourned at 10:40 p.m..

Mr. Fallon called the adjourned session of Annual Town Meeting to order at 7:00 p.m, May 12, 2009. There were 79 registered voters in attendance. He reminded voters that the rules voted at the May 11 meeting were still in effect.

**ARTICLE 10 CAPITAL EQUIPMENT ACQUISITION – POLICE DEPARTMENT –
EMERGENCY POWER GENERATOR (Two-thirds vote required)**

Mr. Gorman moved to transfer from the Stabilization Fund the sum of Eighty Thousand Dollars (\$80,000) for the purpose of acquiring and installing an emergency power generator for the Police Department.

The Board of Selectmen recommended unanimously (5-0).

Mr. Gorman presented the Board of Selectmen recommendation as follows: The December ice storm and other incidents in the past year have highlighted the vulnerability of the Town's emergency operations (e.g. dispatch and emergency management team) to loss of line power. The emergency generator installed outside the firehouse 25 years ago cannot power all essential functions at the Police/Dispatch facility and Fire Station. Extensive evaluation by police, fire and IT personnel indicate that a 50 KW, 120/208 volt, 60 Hz, 3 phase generator will provide reliable backup power supply for the Police/Dispatch facility. The existing generator will be retained to provide backup power for the Fire Station. We have a detailed quotation of \$40,000 for a Caterpillar Olympian Model D50-6 Diesel Packaged generator set. The quotation includes the generator, sound attenuating enclosure, batteries and test start package, fuel tank, transfer switch and miscellaneous equipment. A rule of thumb for the total cost of such installations is 2x the generator set price, including pad construction, wiring and installation, thus equating to a total installed price of approximately \$80,000. The Town will go out to bid on the emergency generator and will return to free cash any difference between the actual bid price for the total installation and the appropriation requested here.

Mr. Srivastava said that the Finance Committee recommended.

Nancy Fillmore, Burroughs Rd., asked whether the generator would only help the police station, or could it also be sized to keep the school open. Mr. Gorman said that that was considered but noted the higher cost and that such an article was defeated a few years ago at \$250,000 and the BOS decided not to pursue it this year. Ms. Cannon pointed out that the well supplying the police station is at the Hager site and that this pump would shut down in the event of a power loss. Mr. Gorman said there are several days supply of water from gravity feed. Mr. Neagle, Fire Chief, said the cistern has 40,000 gallons and was sufficient for the last ice storm. Mr. Raad asked if there were grants available. Mr. Gorman said that they looked into grants from FEMA or Homeland Security, but none were available for the size needed.

The motion on Article 10 carried unanimously.

**Article 11 PUBLIC WORKS DEPARTMENT – “STANDER COMMERCIAL
LAWNMOWERS (Majority vote required)**

Mr. Powers moved to transfer from Free Cash the sum of Fifteen Thousand Dollars (\$15,000) for the purpose of acquiring two (2) “stander” commercial lawnmowers for the Public Works Department.

The Board of Selectmen recommended unanimously (5 - 0).

Mr. Powers presented the BOS recommendation as follows: This article provides for the purchase of two new 52” commercial stand-on lawnmowers to replace the existing 52” Toro walk-behind mowers. The primary rationale for making this change is to speed up the mowing of town properties, and, in doing so, free up DPW staff for other necessary tasks. Because the Toro machines are belt-driven, they are difficult to reverse, resulting in considerable added effort to mow irregular areas with obstacles. The DPW Director estimates that replacing both Toros with the new mowers will cut the overall mowing time by as much as 40%. That equates to roughly five man-days per mowing cycle, that cycle being as often as once per week during peak growing season.

The Board of Selectman has recently approved a revised job description for the DPW Director to include more of the town building maintenance responsibility. Freeing up DPW resources from manpower-intensive activities such as grass mowing will significantly increase the DPW resources available to support this increased responsibility. Further, additional DPW resources are required this year for clearing the debris remaining from "Ice Storm 08." The existing Toro machines are now six years old and will be traded in on the new mowers to reduce the acquisition cost. The investment in new mowers is a real benefit to the town in making efficient and effective use of limited DPW personnel.

The Finance Committee recommended unanimously (6 – 0).

Mr. Srivastava presented the FinCom recommendation. The Finance Committee supports the purchase because it should significantly increase the productivity of the DPW. The increase in taxation would be \$0.014 per \$1,000 valuation or \$7.59 for the average single family home of \$519,000 valuation, if the funding source was not free cash or stabilization.

The motion on Article 11 carried unanimously.

ARTICLE 12 CAPITAL IMPROVEMENTS – BLANCHARD SCHOOL ROOF (Two-thirds vote required)

Ms. Brigid Bieber moved to transfer from the Stabilization Fund the sum of Eighty-Five Thousand Dollars (\$85,000) for the purpose of replacing approximately 2,800 square feet of the roof, covering the old section of the building that is adjacent to the ball field and playground at the Blanchard Memorial School.

The Boxborough School Committee recommended unanimously.

Ms. Bieber presented the School Committee recommendation as follows: Passage of this warrant article will fund the replacement of a portion of the Blanchard roof that is approximately 35 years old. This section of the roof is over the old portion of the building adjacent to the ballfield and playground area. This approximately 2,800 sq. ft. area of roof was not replaced during the 1996 renovations due to budget concerns. This section of the roof has exceeded its useful life; the roof membrane is cracked in many areas, the drains have heaved up from the roof and water from the roof has been leaking into the building. Due to the roof leaks, a classroom ceiling collapsed in January 2009, resulting in damage to the ceiling below, the classroom carpeting and displacing a fourth grade class for approximately two weeks. This portion of the roof needs to be replaced. She then presented a short slide show depicting the water damage and the poor state of the roof.

The Finance Committee recommended unanimously (5 – 0).

Mr. Srivastava presented the FinCom recommendation as follows: The Finance Committee recommends. We believe that the roof at Blanchard Memorial School should be repaired for the safety and structural integrity of the building. Presently there are four layers of shingles on the area that need to be repaired and this caused the ceiling in one of the classrooms to collapse back in January. The ceiling tiles in this room had to be replaced as well as the rug. So to prevent further damage, it is the Finance Committee's recommendation to replace the roof as soon as possible. The increase in taxation would be \$0.083 per \$1,000 valuation or \$43.02 for the average single family home of \$519,000 valuation, if the funding source was not free cash or stabilization.

Mr. Gary Kushner asked if this came up in the infrastructure study done a few years ago that part of the roof needed repair/replacement. Ms. Bieber said that it was noted but the time to replace never seemed right until now when it's leaking. He asked about current warranties on the roof and what the warranty would be on new roof.

The motion on Article 12 carried unanimously.

**ARTICLE 13 CAPITAL EQUIPMENT ACQUISITION – BLANCHARD SCHOOL
TELEPHONE SYSTEM (Majority vote required)**

Ms. Bieber moved to transfer from Free Cash the sum of Thirty-Nine Thousand Dollars (\$39,000) for the purpose of replacing the telephone system at the Blanchard Memorial School.

The Boxborough School Committee recommended unanimously.

Ms. Bieber presented the School Committee recommendation as follows: Passage of this warrant article will fund a new phone system for the Blanchard School. The current phone system at Blanchard is approximately 13 years old. The phone system was inoperable for a period of one month after a lightning strike in August 2008. Due to the age of the phone system, parts are no longer available to repair it and no company has been willing to provide service for repairs. Blanchard School needs to have a reliable phone system for the safety of the students and the normal operation of the school; the current phone system needs to be replaced.

The Finance Committee recommended unanimously (5 - 0).

Mr. Srivastava presented the FinCom recommendation as follows: We believe that the telephone system at Blanchard Memorial School should be replaced. The school is reporting that from time to time they cannot dial in or out nor can they communicate in-house. The system is obsolete and the school cannot get replacement parts. They are also having trouble finding a company to service the phone system. The increase in taxation would be \$0.038 per \$1,000 valuation or \$19.74 for the average single family home of \$519,000 valuation, if the funding source was not free cash or stabilization.

The Boxborough Information Technology Committee recommended unanimously (5 – 0).

BITCom recognizes that the Blanchard School needs to replace its voicemail system for the phones. The Committee agrees that the requested appropriation of \$39,000 is a reasonable allocation to implement a cost-effective phone platform to meet this need.

Mr. Kushner asked if the price includes installation. Ms. Bieber said that it did.

The motion on Article 13 carried unanimously.

ARTICLE 15 AMEND TOWN CLERK’S BYLAW (Majority vote required)

Ms. Elizabeth Markiewicz, Town Clerk, moved to amend the Town Clerk’s Bylaw as printed in the Annual Town Meeting warrant under Article 15.

“Effective for the 2010 Annual Town Election, the Town Clerk shall be elected by ballot for a term of three (3) years.”

The bylaw will now read:

“Effective for the 2010 Annual Town Election, the Town Clerk shall be elected by ballot for a term of three (3) years.”

The Town Clerk and any assistant or temporary Town Clerk shall pay into the Town Treasury, as the property of the Town, all fees received by virtue of their office.”

Ms. Markiewicz spoke to the motion and said that increasing the term of office would allow for more continuity in the position. She pointed out that of the 19 communities polled, 18 have terms of three years or more for the town clerk.

The Finance Committee recommended unanimously (6 – 0).

These new term limits are in line with other government positions in town.

The motion on Article 15 passed by voice vote.

ARTICLE 16 TAX COLLECTOR DEMAND FEES (Majority vote required)

Ms. Maripatt Shemowat, Tax Collector, moved to increase the fee for each written demand issued by the Tax Collector to Ten Dollars (\$10), to be added to and collected as part of the tax as authorized by MGL c. 60, §15, effective as of July 1, 2009. Ms. Shemowat spoke to the motion. She said the demand fee for the payment of delinquent taxes in Boxborough is currently set at \$5.00. Recent legislation provided for the issuance of a demand notice for “not more than \$30.” The Tax Collector believes that an increase to the maximum amount would be too severe and has recommended an increase to \$10, which she believes would be more reasonable.

The Finance Committee recommended unanimously (6 – 0).

This has a minor but positive financial impact.

The motion on Article 16 carried unanimously.

ARTICLE 17 AMEND BID BYLAW (Majority vote required)

Ms. Neville moved to amend the Bid Bylaw as printed in the Annual Town Meeting warrant.

“Unless authorized by the General Laws or town meeting, any Town officer or board so authorized may solicit and award contracts for the procurement of goods and services for terms exceeding three years, but not to exceed five (5) years, including any renewal, extension or option, provided in each instance that the longer term is determined to be in the best interest of the Town.”

The bylaw will now read:

“Unless otherwise provided by a vote of Town Meeting, the Board of Selectmen or Town Administrator is authorized to enter into any contract for the exercise of the Town’s corporate powers for matters involving General Government, and the School Committee for school matters, on such terms and conditions as are deemed appropriate. *Unless authorized by the General Laws or town meeting, any Town officer or board so authorized may solicit and award contracts for the procurement of goods and services for terms exceeding three years, but not to exceed five (5) years, including any renewal, extension or option, provided in each instance that the longer term is determined to be in the best interest of the Town.* Notwithstanding the foregoing, the Board of Selectmen, Town Administrator, or School Committee, shall not contract for any purpose, on any terms, or under any conditions inconsistent with any applicable provision of any general or special law.”

Ms. Neville presented a summary of the change as follows: The proposed amendment would affect contracts only for goods and services. It is more efficient and cost effective to enable the Town’s contracting agent to enter into agreements for five years or less without seeking town meeting approval. Often, timing of an agreement does not fall within the Annual Town Meeting time-frame. Having to call a special town meeting to seek approval to enter into a five year contract would be a costly and ineffective

means to conducting town business. A five-year term frequently enables better, more competitive pricing. Additionally, amortization of costs over three years is more expensive than over five years, resulting in less favorable terms to the municipality. Approval of this amendment would also allow for a term of longer than five years if, for example, the general laws authorize a specific term in excess of three years (energy conservation contracts, for example) or if Town Meeting authorizes a longer term.

The Board of Selectmen recommended unanimously (5 - 0).

The proposed changes to the bid bylaw would be fiscally beneficial to the Town as described in the summary above.

The Finance Committee recommended unanimously (6 – 0). Mr. Srivastava said that giving flexibility to the Town to negotiate longer term contracts may result in more favorable terms and save money for the town.

The motion on Article 17 carried unanimously.

**ARTICLE 18 AUTHORIZE BOARD OF SELECTMEN TO NEGOTIATE AGREEMENT
FOR SOLID WASTE DISPOSAL (Majority vote required)**

Ms. Neville moved to authorize the Board of Selectmen to enter into a contract for solid waste disposal for a term not to exceed five (5) years; or take any other action relative thereto.

The Board of Selectmen recommended unanimously (5 - 0).

Ms. Neville said the Town will receive more advantageous pricing if the selectmen are authorized to enter into a five-year agreement for solid waste disposal instead of a three year contract.

The Finance Committee recommended unanimously (6– 0).

Mr. Srivastava said that giving flexibility to the Town to negotiate longer term contracts may result in more favorable terms and save money for the town.

The motion on Article 18 carried unanimously.

**ARTICLE 19 ZONING BYLAW AMENDMENT – AMEND SECTION 2100 DEFINITIONS
AND SECTION 6305 SIGN EXEMPTIONS TO ALLOW TEMPORARY
TRADESMEN SIGNS (Two-thirds vote required)**

Ms. Nancy Fillmore moved to amend the Boxborough Zoning Bylaw Section 2100, by adding the definition of Tradesmen Sign and to renumber the remaining definitions accordingly, and to amend Section 6300 Signs by adding to the Section 6305 list of signs that are exempt from sign permit requirements, a new Section 6305(8) as printed in the ATM warrant under Article 19.

2172 Sign, Tradesmen shall mean a sign associated with a contractor, excavator, painter, plumber, roofer, electrician, landscaper, home improvement or a provider of similar services.

Section 6305 Exemptions

(8) Temporary signs associated with tradesmen business, provided the following:

- (a) The sign may indicate only the name of the business and contact information such as address, phone, email and/or web address;
- (b) The sign shall be 6 square feet or less;

- (c) The sign is designed to be portable, such as an A-frame, H-frame or T-frame sign placed on the surface of the ground or temporarily staked into the ground;
- (d) Only one double-faced sign per tradesmen may be located on a property;
- (e) The sign is located on the same property on which the tradesmen is currently conducting business;
- (f) The property owner shall ensure that the sign is removed within seven (7) days following the completion of the work.

The Planning Board recommended (5 – 0). Ms. Fillmore provided rationale for the amendment. She said it would give the town more control over the type of sign already in use by tradesmen.

The Finance Committee recommended unanimously (6 – 0).

Mr. Mark White felt the wording might make his current sign noncompliant. Ms. Fillmore assured him that his sign would be ok.

The motion on Article 19 carried unanimously

ARTICLE 20 ZONING BYLAW AMENDMENT – AMEND SECTION 6305 SIGN EXEMPTIONS TO ALLOW TEMPORARY RETAIL BUSINESS SIGNS
(Two-thirds vote required)

Ms. Karen Metheny moved to amend the Boxborough Zoning Bylaw, Section 6300 Signs, by adding to the Section 6305 list of signs that are exempt from sign permit requirements a new Section 6305(9) written as printed in the ATM warrant under Article 20. She presented the details of the amendment as follows:

- (9) Temporary signs associated with a retail business, provided the following:
 - (a) The sign may indicate only the name of the business, the special event or sale of a product and price;
 - (b) The sign shall be 6 square feet or less;
 - (c) The sign is designed to be portable, such as an A-frame, H-frame or T-frame sign placed on the surface of the ground or temporarily staked into the ground;
 - (d) Only one double-faced sign per business may be located on a property, with no more than a total of four signs on any one property;
 - (e) The sign is located on the same property on which the business is conducted;
 - (f) The sign is displayed only when the business is open to the general public;
 - (g) The sign is not illuminated or inflatable and does not have any moving parts.
 - (h) The sign is displayed no more than 10 days a month.

The Planning Board recommends (5 – 0).

The Finance Committee recommends unanimously (6 – 0).

Mr. Raad said there is no financial impact to the Town.

Mr. Kushner asked if these were free-standing signs. Ms. Metheny said yes. Signs attached to buildings are not covered by this bylaw. Mr. Kushner asked to have (d) explained. Ms. Metheny said it limits the number of signs on a given property. Ms. Canfield asked about the Route 111 corridor—is there a limit on how close they can be to the road. Ms. Metheny said there are guidelines to be enforced by the Building Inspector. Mr. Raad asked who would monitor this. Ms. Metheny said that the Building Inspector supports the article and would be responsible. Mr. Raad did not think it would be easy to enforce. Ms. Metheny said there are a finite number of retail businesses in town and it's manageable. Ms. Weil verified it did not pertain to town committees.

The motion on Article 20 carried by 2/3 as declared by the Moderator.

ARTICLE 21 ZONING BYLAW AMENDMENT – AMEND SECTION 4000 USE REGULATIONS AND SECTION 5000 DIMENSIONAL REQUIREMENTS
(Two-thirds vote required)

Mr. Owen Neville moved to amend the Boxborough Zoning Bylaw in order to allow certain residential uses by special permit in the Business I Zone District by amending Subsection 4003(1) Residential Uses in the Business 1 Zone District, Subsection 5002 Dimensional Schedule for the B1 District and Subsection 5004(3) as shown in bold italics below and by inserting a new Subsection 5004(5) and a new subsection 4450 Special Permit for Residential Uses in the B1 District as printed in the ATM warrant under Article 21:

<i>4003(1) RESIDENTIAL USES</i>	B1
Single-family dwelling ¹⁶	N
Two-family dwelling	<i>SP¹</i>
Conversion to two-family dwelling of dwelling in existence on 5/3/65	<i>SP¹</i>
Multi-family dwelling	<i>SP¹</i>
Two-family dwelling, reserved exclusively for elderly occupancy	<i>SP¹</i>
Bed and Breakfast	N
Trailer or mobile home (but see Section 7600)	N
Dwelling unit incidental to principal commercial use	<i>SP¹</i>

¹ See Section 5004.

ARTICLE V DIMENSIONAL REQUIREMENTS

<i>5002 Dimensional Schedule</i>	B1
Minimum lot area (sq. ft. x 1000)	40
Minimum upland lot area (sq. ft. x 1000)	20
Minimum upland lot area	--

% of total lot area	
Minimum lot frontage (ft.)	100 ⁸
Minimum lot width (ft.) ⁷	100
Minimum front setback (ft.)	50 ⁸
Minimum side setback (ft.)	30 ⁸
Minimum rear setback (ft.)	40 ⁸
Maximum stories	3
Maximum building height (ft. to top of plate)	30
Maximum lot coverage (%) by buildings, structures, and impervious surfaces	50
Floor area ratio	--
Minimum Open Space (%)	--

⁸ *For residential developments, the minimum setback for residential units from adjacent existing business and industrial/commercial zoned property lines shall be 100 feet; the minimum setback from Massachusetts Avenue shall be 50 feet. The Special Permit Granting Authority may reduce the setbacks from lot lines if such an adjustment enhances the overall site design and still provides protection to adjacent business and industrial/commercial development.*

5004 *Supplementary Intensity Regulations*

- (3) For dwelling units incidental to commercial use in TC **or** B1 district, density of the dwelling units shall not exceed 2 units/acre, and the proposed commercial use shall not adversely affect the residential units.
- (5) *For a multi-family dwelling located in the B1 District, the number of units shall not exceed a maximum density of three (3) units per 40,000 square feet of land area.*

4450 *Special Permits for Residential Uses in the B1 District*

The Planning Board shall be the Special Permit Granting Authority for residential uses in the B1 district. Prior to the issuance of a special permit for a residential use in the B1 district, the Special Permit Granting Authority shall, in addition to other requirements specified in Section 9204, find that the proposal meets the following criteria and conditions:

- (1) *The proposed residential use in the B1 district is compatible with existing or allowed business uses;*
- (2) *Adequate landscaped and natural buffers are provided, and, where appropriate, physical buffers, such as berms, fences and/or walls are proposed between residential and commercial uses;*
- (3) *The proposal, to the maximum extent possible, protects the existing tree canopy on Massachusetts Avenue (Route 111);*
- (4) *The proposal retains and/or preserves unique natural, historical or cultural resources located on the site, if any;*
- (5) *The proposal conforms, to the maximum extent possible, the applicable standards set forth in Section 8100 Design Review under Section 8105 Design Attributes and Guidelines.*

The Board shall require, as a condition of a special permit granted under this Section, a reference to the Business 1 Zone District, their uses and characteristics in the Special Permit and in any deed, condominium and/or homeowners documents developed as a part of the residential project. Additionally, the Board may place additional conditions in the Special Permit to ensure conformance with the Design Guidelines in Section 8105 and compatibility with the surrounding area.

The Planning Board recommends (5 – 0). Mr. Neville said that a public hearing was held as required by law. He pointed out the area in question on a map of the town. The zoning would not allow new residential houses. He mentioned that the changes would allow more options under Planning Board oversight.

The Finance Committee recommends.

The motion on Article 21 carried by 2/3 as declared by the Moderator

Mr. Fallon reminded Town Meeting that the rest of the articles were part of the Consent Agenda. He said he would go through each article and if anyone wanted it held out it would be pulled. The balance would then be voted as a unit. Based on voter response, Article 22 was held.

Mr. Gorman moved that Articles 23-35 be passed as part of the Consent Agenda.

The motion to accept Articles 23-35 as part of the Consent Agenda carried unanimously.

ARTICLE 23 REVOLVING FUND - ELECTRICAL INSPECTION** (Majority vote required)

To see if the Town will vote pursuant to the provisions of MGL c. 44, § 53E1/2 to reauthorize a revolving fund for purposes of receiving fees and paying the Electrical Inspector for inspections conducted by him up to Fifty Thousand Dollars (\$50,000), to be under the direction of the Building Inspector who shall approve all such expenditure; and further to provide that the monies remaining in the fund at the end of fiscal year 2010 be carried over into fiscal year 2011 to pay for inspections for permits not yet completed; or take any other action relative thereto.

The Board of Selectmen recommends unanimously (5 – 0).

The Finance Committee recommends unanimously (6 – 0).

ARTICLE 24 REVOLVING FUND - PLUMBING AND GAS INSPECTION** (Majority vote required)

To see if the Town will vote pursuant to the provisions of MGL c. 44, § 53E1/2 to reauthorize a revolving fund for purposes of receiving fees and paying the Plumbing/Gas Inspector for inspections conducted by him up to Fifteen Thousand Dollars (\$15,000) to be under the direction of the Building Inspector who shall approve all such expenditure; and further to provide that the monies remaining in the fund at the end of fiscal year 2010 be carried over into fiscal year 2011 to pay for inspections for permits not yet completed; or take any other action relative thereto.

The Board of Selectmen recommends unanimously (5 - 0).

The Finance Committee recommends unanimously (6 – 0).

ARTICLE 25 REVOLVING FUND - FIRE ARMS PERMITS (Majority vote required)**

To see if the Town will vote pursuant to the provisions of MGL c. 44, § 53E1/2 to reauthorize a revolving fund for purposes of receiving monies and paying expenses for Fire Arms Permits up to Two Thousand Dollars (\$2,000) to be under the direction of the Police Chief who shall approve all such expenditure; and further to provide that the monies remaining in the fund at the end of fiscal year 2010 be carried over into fiscal year 2011 to pay for expenses not yet completed; or take any other action relative thereto.

The Board of Selectmen recommends unanimously (5 - 0).

The Finance Committee recommends unanimously (6 – 0).

ARTICLE 26 REVOLVING FUND - LIBRARY FINES (Majority vote required)**

To see if the Town will vote pursuant to the provisions of MGL c. 44, § 53E1/2 to reauthorize a revolving fund for purposes of receiving library fees, fines and penalties and that all fees, fines and penalties be deposited in said fund to pay for library material acquisitions or services, up to a maximum of Seven Thousand Five Hundred Dollars (\$7,500), to be under the direction of the Library Director who shall approve all such expenditure; and further to provide that the monies remaining in the fund at the end of the fiscal year 2010 be carried over into fiscal year 2011 to pay for expenses not yet completed; or take any other action relative thereto.

The Board of Library Trustees recommends unanimously.

This article will permit the library to use fees and fines that are collected up to \$7,500 per year for the acquisition or replacement of materials and services provided by the library.

The Finance Committee recommends unanimously (6 – 0).

ARTICLE 27 REVOLVING FUND - DOG LICENSE FEES (Majority vote required)**

To see if the Town will vote pursuant to the provisions of MGL c. 44, § 53E1/2 to reauthorize a revolving fund for the purpose of receiving dog licensing fees and that all licensing fees and penalties be deposited in said fund to pay for costs up to a maximum of Four Thousand Dollars (\$4,000) annually relating to the licensing, damage to livestock and fowl, and penalties paid to the Dog Officer, to be under the direction of the Town Clerk who shall approve all such expenditure; and further to provide that the monies remaining in the fund at the end of fiscal year 2010 be carried over into fiscal year 2011.

The Board of Selectmen recommends unanimously (5 - 0).

The Finance Committee recommends unanimously (6 – 0).

ARTICLE 28 REVOLVING FUND – STEELE FARM** (Majority vote required)

To see if the Town will vote pursuant to the provisions of MGL c. 44, § 53E1/2 to reauthorize a revolving fund for purposes of receiving monies from the sale of trees and other wood and farm products and from leasing and rental fees and paying expenses of the Steele Farm up to Ten Thousand Dollars (\$10,000), to be under the direction of the Steele Farm Advisory Committee who shall approve all such expenditure by a majority vote; and further to provide that the monies remaining in the fund at the end of fiscal year 2010 be carried over into fiscal year 2011 to pay for expenses not yet completed; or take any other action relative thereto.

The Board of Selectmen recommends unanimously (5 - 0).

The Finance Committee recommends unanimously (6 – 0).

ARTICLE 29 REVOLVING FUND – INTEGRATED PRESCHOOL PROGRAM** (Majority vote required)

To see if the Town will vote pursuant to the provisions of MGL c. 44, § 53E1/2 to reauthorize a revolving fund for purposes of receiving monies and paying expenses for the Integrated Preschool Program up to Forty-Four Thousand Dollars (\$44,000), to be managed by the Blanchard Memorial School Business Manager, who under the direction of the Boxborough School Committee and Blanchard Memorial School Superintendent, shall approve all such expenditures; and further to provide that the monies remaining in the fund at the end of fiscal year 2010 be carried over into fiscal year 2011; or take any other action relative thereto.

The Boxborough School Committee recommends.

The Boxborough School Committee unanimously recommends the reauthorization of a revolving account for the Integrated Preschool. A revolving account allows the Blanchard School to accept tuitions for typically developing Boxborough students and for out-of-district Special Education students. The revolving account will be used for payment of expenses associated with the Preschool program.

The Finance Committee recommends unanimously (6 – 0).

ARTICLE 30 REVOLVING FUND – CONSERVATION COMMISSION** (Majority vote required)

To see if the Town will vote pursuant to the provisions of MGL c. 44, § 53E1/2 to reauthorize a revolving fund for purposes of receiving fees associated with the regulation of the local Wetland Bylaw and that all fees be deposited in said fund to pay for expenses directly attributable to local Wetland Bylaw regulatory activities (excluding legal expenses), up to a maximum of Twenty Thousand Dollars (\$20,000), to be under the direction of the Conservation Commission within the administrative procedures established by the Board of Selectmen; the Commission shall approve all such expenditures by majority vote; and further to provide that the monies remaining in the fund at the end of the fiscal year 2010 be carried over into fiscal year 2011 to pay for expenses not yet completed; or take any other action relative thereto.

The Board of Selectmen recommends unanimously (5 - 0).

The Finance Committee recommends unanimously (6 – 0).

The Conservation Commission recommends (5 – 0).

ARTICLE 31 REVOLVING FUND – GIS ASSESSOR MAPS** (Majority vote required)

To see if the Town will vote pursuant to the provisions of MGL c. 44, § 53E1/2 to reauthorize a revolving fund for purposes of receiving fees collected from the Planning Board for applications to modify existing parcel boundaries and/or the creation of new parcels and that all such fees be deposited in said fund to pay for costs up to Five Thousand Dollars (\$5,000) associated with the updating of the GIS Assessor maps, to be under the direction of the Town Administrator, who shall approve all such expenditure; and further to provide that the monies remaining in the fund at the end of the fiscal year 2010 be carried over into fiscal year 2011 to pay for expenses not yet completed; or take any other action relative thereto.

The Board of Selectmen recommends unanimously (5 - 0).

The Finance Committee recommends unanimously (6 – 0).

ARTICLE 32 REVOLVING FUND – SENIOR VAN** (Majority vote required)

To see if the town will vote pursuant to the provisions of MGL c. 44, § 53E1/2 to reauthorize a revolving fund for purposes of receiving fares and reimbursement from Montachusett Regional Transit Authority (MART) and paying expenses associated with the operations of the senior van up to Four Thousand Dollars (\$4,000) to be under the direction of the Town Administrator, who shall approve all such expenditure; and further to provide that the monies remaining in the fund at the end of the fiscal year 2010 be carried over into fiscal year 2011 to pay for expenses not yet completed; or take any other action relative thereto.

The Board of Selectmen recommends unanimously (5 - 0).

The Finance Committee recommends unanimously (6 – 0).

ARTICLE 33 REVOLVING FUND - FIRE ALARM SYSTEM MAINTENANCE** (Majority vote required)

To see if the Town will vote pursuant to the provisions of MGL c. 44, § 53E1/2 to reauthorize a revolving fund for purposes of receiving annual fire alarm service fees and paying expenses related to the operation and maintenance of the fire alarm monitoring systems up to Four Thousand One Hundred Dollars (\$4,100), to be under the direction of the Fire Chief who shall approve all such expenditure; and further to provide that the monies remaining in the fund at the end of fiscal year 2010 be carried over into fiscal year 2011 to pay for inspections for permits not yet completed; or take any other action relative thereto.

The Board of Selectmen recommends unanimously (5 - 0).

The Finance Committee recommends unanimously (6 – 0).

ARTICLE 34 PERSONAL REAL ESTATE EXEMPTIONS** (Majority vote required)

To see if the Town will vote to accept Chapter 73 of the Acts of 1986 as amended by Chapter 126 of the Acts of 1988, providing for an increase of up to 100% of the underlying statutory amount in certain

property tax exemptions for qualifying senior citizens, disabled veterans, and other individuals; or take any other action relative thereto.

Summary

Under this annual optional exemption provision, a city or town may accept the new law each year by vote of the local appropriating authority, which is defined as a majority vote at town meeting.

“Other individuals” includes surviving spouse, surviving spouse minor children, blind persons, service persons injured in combat, police & firefighters killed in line of duty.

Anyone with questions or who might wish to take advantage of these tax exemptions should contact the Town Assessor, Will Naser, at 263-1116, Ext. 109 or by e-mail to:
william.naser@town.boxborough.ma.us.

The Board of Selectmen recommends unanimously (5 - 0).

This simply is a housekeeping article; each year we must reconsider and accept this article in order to allow senior citizens, disabled veterans and others who qualify to take advantage of property tax relief opportunities.

The Finance Committee recommends unanimously (6 – 0).

ARTICLE 35 CHAPTER 90 HIGHWAY REIMBURSEMENT PROGRAM (Majority vote required)**

To see if the Town will vote to authorize the Board of Selectmen to accept Highway funds from the Commonwealth of Massachusetts and that such funds are hereby appropriated for the purpose of providing highway improvements under the authority of Chapter 90 of the general laws, and any other applicable laws; or take any other action relative thereto.

The Board of Selectmen recommends unanimously (4 – 0).

The Finance Committee recommends unanimously (6 – 0).

Article 35 is the last article passed as part of the Consent Agenda.

ARTICLE 22 ROAD ACCEPTANCE – EMANUEL DRIVE, JOSEPH ROAD AND ROAD A (LIBERTY TREE ACRES SUBDIVISION) (Majority vote required)

Ms. Metheny moved to accept as public ways Joseph Rd., Emanuel Drive and Road A, or a portion thereof, in the Liberty Tree Acres Subdivision, as printed in the ATM warrant under Article 22 and further as laid out by the Board of Selectmen according to a plan entitled “Roadway Acceptance Monumentation and Traverse Control Plan, Emanuel Drive & Joseph Road, Liberty Tree Acres, Boxborough, Massachusetts, Sheet 1 to 8 and Roadway Acceptance Plan & Profile, Sheet 9 to 14, Prepared for Joseph Biotti Jr. and Francis Biotti, dated January 2007 and revised March 16, 2007, Scale 1" = 40 Feet, prepared by Goldsmith, Prest & Ringwall, Inc”, which plan is to be recorded with Middlesex South District Registry of Deeds and filed in the office of the Town Clerk in accordance with the provisions of Massachusetts General Laws Chapter 82, Sections 21 – 23, and to authorize the Board of Selectmen to take the fee or easement in said streets by eminent domain or otherwise, including easements for drainage, utilities, or other purposes where shown on said plan or described in the Order of Layout.

IN THE LIBERTY TREE ACRES SUBDIVISION:

JOSEPH ROAD – from the previous limit of acceptance at the end of Liberty Square Road, traveling to the intersection with Emanuel Drive.

EMANUEL DRIVE – from the intersection with Joseph Road to the previous limit of acceptance of Depot Road.

ROAD A - from the intersection with Joseph Road to land now or formerly of the Town of Boxborough and back to Joseph Road.

And to authorize the Board of Selectmen to acquire, by purchase, eminent domain, gift or otherwise, for highway purposes, the fee or any lesser interests, as well as easements for drainage, utility, sidewalk, slope and otherwise, in any lands that may be necessary for said Town ways.

The Planning Board recommends (5 – 0).

The Board of Selectmen defers its recommendation until Town Meeting (5 – 0).

The Finance Committee recommends unanimously (6 – 0).

Brigid Bieber, Emanuel Drive, questioned the language on the acceptance of Emanuel Drive: the piece between Joseph Rd. and the dead end does not seem to be included in the wording in the warrant. Mr. Gruskay questioned why it took so long for the Town to accept the roads. Ms. Metheny said that the roads have finally been brought up to standard and can now be accepted. Ms. Metheny said there are many possible reasons for delays on road acceptances.

Ms. Bieber moved to amend Article 22 by striking the words “Emanuel Drive—from the intersection of Joseph Road to the previous limit of acceptance of Depot Road” and by substituting the words “Emanuel Drive—from the intersection with Depot Road to its termination as described on the Roadway Acceptance plan laid out and accepted by the Board of Selectmen dated 4/15/2009.”

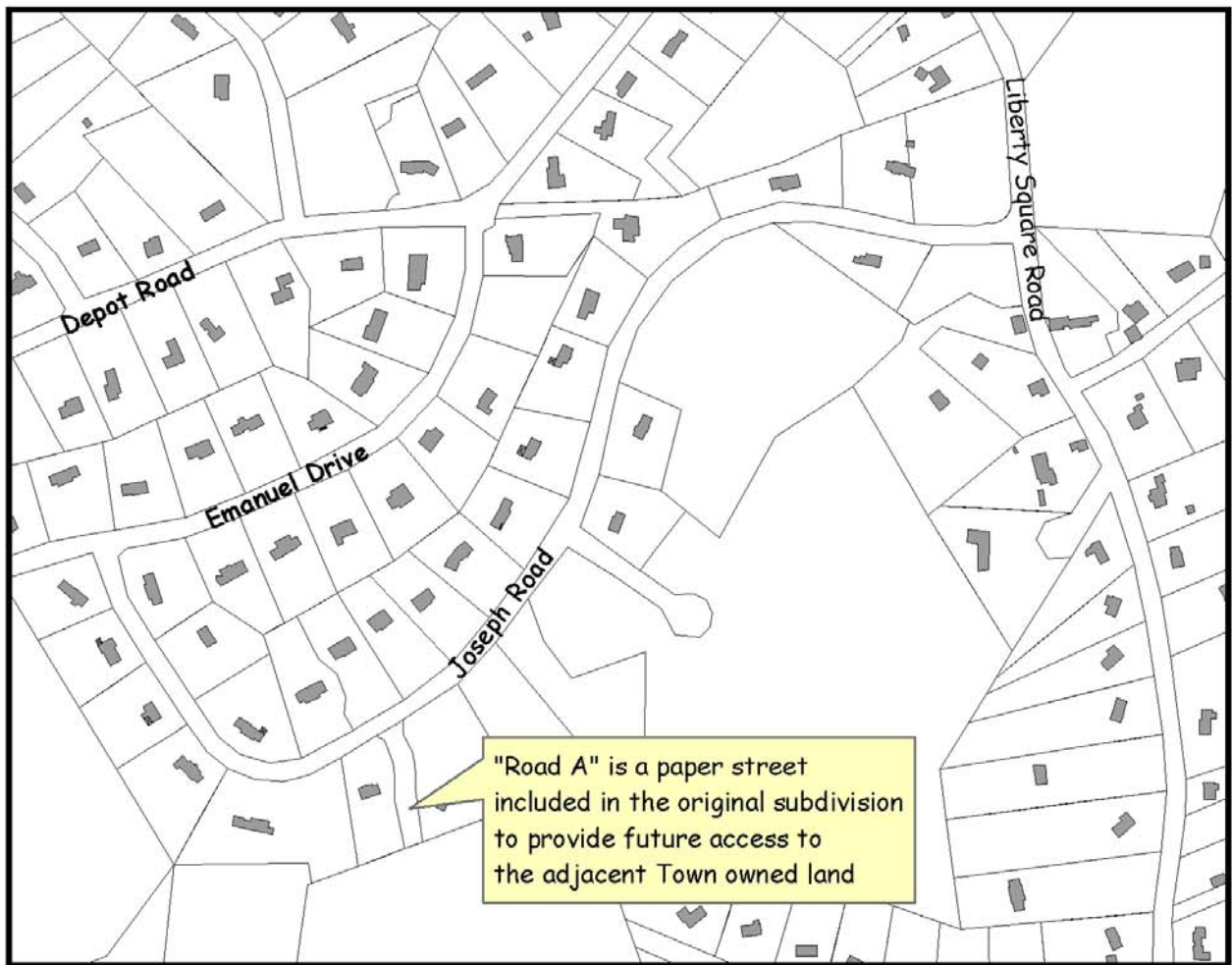
Gary Kushner questioned if the town left that section off intentionally. Ms. Metheny said that it was an oversight.

The motion to amend Article 22 carried unanimously.

Ms. Cannon asked why the Town is accepting a road that doesn't exist (Road A). Ms. Metheny said that it's part of the subdivision. Mr. Neville said the road will provide access to town land behind the development.

The motion on Article 22, as amended, carried unanimously.

Liberty Tree Acres Subdivision Joseph Road, Emanuel Drive & Road A Road Acceptance



Mr. Neville moved to dissolve the Town Meeting. That motion carried unanimously and Town Meeting was dissolved at 8:45 p.m.



**TOWN OF BOXBOROUGH
SPECIAL TOWN MEETING
WARRANT AND PROCEEDINGS
NOVEMBER 16, 2009
LIST OF ARTICLES**

- 1. ACCEPTANCE OF G.L. c. 64L, §2(a) – LOCAL OPTION MEALS EXCISE**
 - 2. AMEND LOCAL ROOM OCCUPANCY EXCISE UNDER G.L. c. 64G, §3(A)**
 - 3. STEELE FARM PRESERVATION RESTRICTIONS**
 - 4. ROAD ACCEPTANCE – NASHOBA DRIVE**
 - 5. ROAD ACCEPTANCE – BENJAMIN DRIVE**
 - 6. ROAD ACCEPTANCE – REED FARM ROAD, BLANCHARD ROAD AND INCHES BROOK LANE**
-

To either of the Constables of the Town of Boxborough, Greetings:

In the name of the Commonwealth of Massachusetts, you are hereby required to notify all residents of the Town of Boxborough, who shall be qualified to vote in accord with the provisions of M.G.L. Chapter 51, Section 1, to meet at the Blanchard Memorial School, Massachusetts Avenue, Boxborough, MA on Monday, November 16, 2009 at 7:00 p.m. to act on Articles 1 through 6 of this Special Town Meeting Warrant.

John Fallon, the moderator, called the meeting to order at 7:02pm. There were 199 registered voters in attendance. Chief Vance was recognized for attending his last town meeting before his retirement in February. Mr. Fallon made some community announcements and reviewed Town Meeting procedure.

On Mr. Power's motion, the Town voted unanimously that on Town Meeting matters requiring a two-thirds vote by statute, a count need not be taken unless seven or more registered voters immediately question the vote so declared by the Moderator.

Reports were given by town committees: Mr. Wagg presented the Ad Hoc Social Services Committee report; Mr. Veley presented the Deer Population Study Committee report; Ms. Neyland presented the Blanchard Restructuring Committee report and Mr. Kushner presented the Capital Planning Committee report.

ARTICLE 1 ACCEPTANCE OF G.L. c. 64L, §2(a) – LOCAL OPTION MEALS EXCISE

(Majority vote required)

Mr. Powers moved to accept G.L. c. 64L, §2(a) to impose a local meals tax, to take effect on January 1, 2010.

The Board of Selectmen recommends (5 – 0).

The local option meals tax was authorized by the Legislature in the FY 2010 budget cycle. Acceptance of this new local option excise of 0.75% on sales of meals will add only 7½ cents to the cost of a \$10 meal. According to DoR estimates, the amount of revenue anticipated from January to July 2010 may be as much as \$19,915. Mr. Powers further stated that the BOS is recommending this article because of the reduction in state aid to the town. Passage of the article would help compensate for the lost revenues and would be preferable to raising property taxes.

The Finance Committee recommends unanimously (6 – 0).

Mr. Ham spoke for the FinCom in support of the article as it would add a small amount of Tax revenue to the town.

Mr. Gorman, Hill Rd., asked how many other towns had accepted the option. Mr. Powers said that 49 communities had accepted the option, two communities had turned it down and that many others were considering it. Mr. Gorman spoke against the motion saying it would be a drag on business and would get the legislature “off the hook” on providing local aid.

Mr. Moss, Bicentennial Way, asked how long the tax would be in place. Mr. Powers said that the tax would be in place for three years, after which time it could be revoked. Mr. Moss asked which businesses would be affected. Mr. Powers said that all restaurants serving “prepared meals,” including take-out pizza and sandwiches, would be subject to the tax.

Mr. Hayes, Tamarack Ln., questioned the revenue estimate from the tax. He was against the motion on principle.

Mr. Kicelemos, Picnic St., spoke against the motion.

Mr. Fallon called for a vote. Being too close to call, he asked for tellers to be appointed to do a hand count. Tellers were duly sworn and the count made.

That motion on Article 1 failed: No: 86 Yes: 79

ARTICLE 2 AMEND LOCAL ROOM OCCUPANCY EXCISE UNDER G.L. c. 64G, §3(A)

(Majority vote required)

Mr. Powers moved to amend the local room occupancy excise under G.L. c. 64G, §3(A) to the rate of six percent (6%), to take effect on January 1, 2010.

The Board of Selectmen recommends (5 – 0).

Mr. Powers said that the Legislature, in the approved FY 2010 budget, also approved increasing the maximum rate of the existing local option room occupancy from four to six percent. Such an increase is not expected to have a negative impact on the business of the Holiday Inn here in town. The anticipated revenue from January to July 2010 may be as much as \$36,500.

The Finance Committee recommends unanimously (6 – 0).

Mr. Ham said the FinCom supports this article as it will add tax revenue to the town, coming primarily from guests at the Holiday Inn Hotel.

Mr. Kicelemos asked if there was a representative from the Holiday Inn present. Mr. Powers said that the local manager was not able to attend, but had provided a statement, which Mr. Powers read aloud, indicating the hotel wanted to be a good neighbor and would not oppose the tax increase.

Ms. Neyland, Picnic St., said that the room tax would provide additional revenue to the town and asked the town to support the motion.

Ms. Grossman, Depot Rd., asked if surrounding towns had passed the tax. Mr. Powers responded that room rates were quoted before tax so the tax increase would not be a factor in room occupancy.

Mr. Hayes felt that the tax could drive people away from Boxborough and recommended a vote against the motion.

Mr. Srivastava, Flagg Hill Rd., spoke in favor of the motion. Raising revenue through an occupancy tax would be preferable to raising property taxes.

Mr. Fallon called for a vote. The motion on Article 2 carried.

Mr. Fallon, as a member of the Boxborough Historical Society recused himself from presiding over Article 3. In accordance with MGL Chapter 39, Section 14, the Town Clerk, Elizabeth Markiewicz presided.

ARTICLE 3 STEELE FARM PRESERVATION RESTRICTIONS (Two-thirds vote required)

Mr. Fox moved to transfer the care, custody, control and management of the Steele Farm parcel, located at 484 Middle Road and further identified as lot 125 block 3 on Assessor's Map 7, being the land described in the deed to the Inhabitants of the Town of Boxboro dated August 15, 1994, recorded with the Middlesex South District Registry of Deeds in Book 24806, Page 143, from the Board of Selectmen, currently held for town, recreation and conservation purposes to the Board of Selectmen to be held for open space, historic preservation, conservation, agricultural and water supply purposes and for the purpose of granting a conservation restriction and historical preservation restriction to The Trustees of Reservations and the Boxborough Historical Society respectively and to authorize the Board of Selectmen to grant a conservation restriction and a historic preservation restriction to The Trustees of Reservations and the Boxborough Historical Society respectively on such terms and conditions and for such consideration as the Selectmen shall determine.

Summary

Purpose: This warrant article empowers the Board of Selectmen to complete and to put into place preservation restrictions on the Steele Farm property. The proposed restriction is intended to maintain the property's uses and character in perpetuity. The document itself will be written in accordance with Massachusetts General Law to preserve the current uses and qualities while preventing uses that impair them. Several years of research, plus a thorough selection process, were undertaken to retain The Trustees of Reservations and Boxborough Historical Society to partner in being co-holders of the restrictions which are described below.

Holder of the restrictions: The Trustees of Reservations (TToR) will be responsible for monitoring and enforcing of the Conservation Restriction and the Trustees of Reservations and the Boxborough Historical Society (BHS) will be jointly responsible for monitoring the Historic Preservation Restriction on the buildings.

Public benefits: Protect scenic views, preserve historic buildings, protect agriculture and wildlife habitat, maintain passive recreational site, provide access to possible drinking water aquifer. It furthers Town of Boxborough policy (advocating a Conservation Restriction on Steele Farm by the Master Plan and Open Space and Recreation Plan) and furthers Commonwealth of Massachusetts policy (the Department of Conservation and Recreation's Reconnaissance Report/Freedom's Way Landscape Inventory which recommends the permanent protection of Steele Farm).

Allowed and Protected Uses include:

- Maintenance of Historic Structures consistent with the United States Secretary of the Interior's "Standards for Treatment of Historic Properties"
- Construction of minor structures for use by the public for educational and passive recreational purposes like benches, interpretive signs and minor structures to comply with the Americans with Disabilities Act
- Passive recreational activities like hiking, horseback riding, cross-country skiing, sledding, dog walking, jogging, bird watching, mountain biking, youth camping by permit
- Public events as approved by the Board of Selectmen like Winter Fest
- The construction, maintenance and marking of trails for passive recreational uses
- Agricultural and horticultural operations like haying and tree farming carried on in accordance with environmentally sound practices
- Care and improvement of wildlife habitat
- Protection of water resources and development of future municipal water supply, including the testing, drilling and installation of necessary infrastructure, as well as access to adjacent town lands where wells may be located
- Motor vehicles only for the maintenance of the property and other allowable uses under the restriction, and limited to existing roads and paths where possible

Prohibited Uses include:

- Constructing any temporary or permanent building or town facilities like a swimming pool, tennis courts, etc. except that required for public water supply development
- Removal of soil or gravel, dumping refuse, any activities detrimental to water quality and soil conservation, use of motorized recreational vehicles, destruction of stone walls

Management plan: In order to achieve the purpose of the Restriction, the Board of Selectmen may develop a written management plan in consultation with the Grantees (TToR, BHS) to deal with activities like a maintenance schedule to mow the fields or the possible continuance of a public tree farm. Although not part of the preservation restriction document itself, this management plan is encouraged to implement parts of its provisions.

The Board of Selectmen recommends (5 - 0)

Steele Farm is a historic, cultural, visual, and recreational resource used year-round by many town residents where we walk ourselves and our dogs, cross-country ski, cut Christmas trees, watch birds, ride horses, celebrate Winter Fest and hold appreciation events and functions. The fields and historic house and barn, now listed in the National Register of Historic Places as the Levi Wetherbee Farm, are beloved ties to Boxborough's agricultural heritage. No one needs to be told what a wonderful treasure we have. Since Steele Farm is Municipal Land, the Selectmen have wide latitude in regulating its use, which is why

we are able to enjoy it in so many ways. Generally, people are happy with the way things are with Steele Farm, and the town has benefited from our freedom to use this resource as we see fit.

Today, there is nothing “broken” that needs to be fixed. But, the Steele Farm Advisory Committee (SFAC) and the Historical Commission recognize that there is a danger in the freedom we’ve enjoyed. With continued build-out of the Town, and a shift in prevailing sentiments, it is possible that a distant future Board of Selectmen could institute significant changes contrary to Boxborough’s traditions and current views. The purpose, goal and intent of the preservation restriction is to prevent that from happening, while allowing the town to continue operating and enjoying Steele Farm according to a formally documented set of rules and covenants that we will define. The mechanism for doing this in accordance with MGL Chapter 184, is a multi-part legal agreement among Boxborough, The Trustees of Reservations (TToR), the Boxborough Historical Society and the Commonwealth of Massachusetts through the Secretary of the Executive Office of Environmental Affairs and the Massachusetts Historical Commission. There is ample precedent for this, and a number of existing preservation restrictions have been studied in order to develop the current draft restriction for Steele Farm. Considerable investigation was carried out by the SFAC and Historical Commission, leading to a competitive RFP to select TToR to prepare the draft restriction.

An affirmative vote for this article is not a vote for the restriction itself which is still in draft form under development and refinement. An affirmative vote would authorize the Selectmen to grant a restriction, assuming agreement can be reached on all the terms and conditions attendant thereto. The Selectmen believe that additional work must be carried out before concluding a final definitive preservation restriction that they would be willing to grant. Areas requiring further work include:

- Clarification of certain legal encumbrances and terms
- Codification of the process for the Town to expand, or change, the list of allowed uses

Substantive public comment and input on these and other matters will be required before the Selectmen can in good conscience come to agreement and execute a grant of restriction. We expect this process, allowing for repeated public discourse and input, will likely take several more months. In the end, it is possible that no satisfactory agreement will be reached. However, given the progress and due diligence to date, we believe it is time to take the next step in the journey.

Mr. Alan Rohwer, Chair of the Historical Commission, spoke to the article and remained at the podium for questions. He was joined there by Mr. Bruce Hager, Chair of the Steele Farm Advisory Committee.

The Finance Committee recommends unanimously (6 – 0).

Mr. Ham said that the FinCom supports this article as it has no negative financial impact on the Town.

The Steele Farm Advisory Committee recommends.

The Steele Farm Advisory Committee strongly recommends passage of Article 3. Steele Farm is a historic farmstead with a farmhouse listed on the National Register of Historic Places. The acres of grassland offer one of Boxborough’s best views, while providing habitat for wildlife and supporting passive recreational activities for many residents. The proposed Conservation and Historic Preservation Restrictions would protect this valuable resource and ensure that the agricultural and recreational activities will continue into the foreseeable future.

The Boxborough Historical Commission recommends unanimously.

Passage of this article would authorize the Board of Selectmen to complete and execute conservation and historic preservation restrictions on Steele Farm. The Commission has long recognized the special nature of the Levi Wetherbee/Steele Farm as a historic and scenic treasure. The property's special qualities have received documented status in the town-wide historic resources inventory, on file with the State, and in its inclusion on the National Register of Historic Places, granted at the state and federal levels. The Commission believes the execution of a Conservation and Historic Preservation Restriction, as currently drafted by The Trustees of Reservations and Boxborough Historical Society, provides the best opportunity to preserve those qualities in perpetuity. The Commission urges the voters to support this article.

The Conservation Commission recommends (5 – 0).

The Planning Board recommends (4 - 0).

The Planning Board believes this is an important first step to preserving Steele Farm. The Planning Board looks forward to working with all interested parties in crafting the best possible historical preservation and conservation restriction.

The Water Resources Committee recommends.

The Agricultural Commission recommends.

Mr. Toups, Pine Hill Rd., felt the motion was hard to support and also felt the current system was working.

Ms. Toups, Pine Hill Rd., wondered if too much land was being restricted. The Town Planner, Elizabeth Hughes, responded that 2/3 of town-owned land was conservation land.

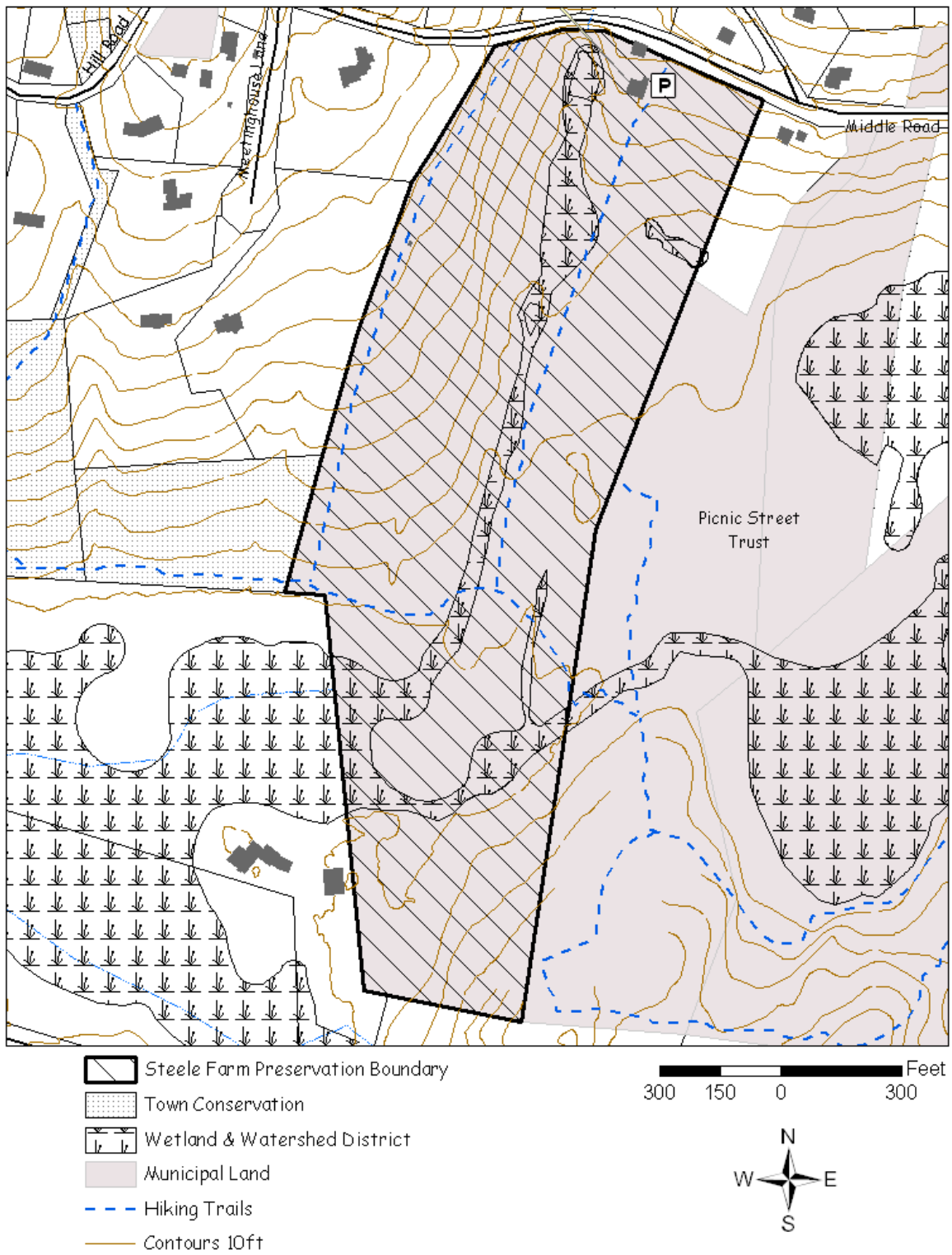
Mr. Kembel, Reed Farm Rd., spoke against the motion saying it was impossible to predict the future and that the article gave the BOS too much authority in the final wording of the restriction.

Mr. Follett, Cobleigh Rd., asked whether the Town wanted to give the property as a gift to future generations. The restriction would guarantee that.

Mr. Kushner asked if the restriction would require maintenance on the farm house. Mr. Fox said that it would not require the Town to do maintenance, but if maintenance were done it would have to be done in an historically accurate way. He also said that there could be an additional benefit of including both historical and conservation restrictions in access to state grants.

Ms. Markiewicz called for a vote on the motion.

The motion on Article 3 passed, as declared by the Moderator.



ARTICLE 4 ROAD ACCEPTANCE – NASHOBA DRIVE (Two-thirds vote required)

Ms. Fillmore moved to accept as a public way a certain roadway known as Nashoba Drive with certain easements as laid out by the Board of Selectmen and as shown on a plan entitled "Definitive Subdivision Plan of Land, Nashoba Drive, Boxborough, MA.", by Parsons and Faia, Inc., 60 Lewis Street, Lynn, MA, dated May 30, 1994, prepared for Reed Farm, Inc., which plan is recorded with Middlesex South Registry of Deeds as Plan No. 35 of 1995 in Book 25123, Page 546 a copy of which is on file with the Town Clerk and authorizes the Board of Selectmen to take by eminent domain, awarding no damages, the fee or lesser interests in said roadway, including easements for drainage, utility or other purposes where shown on said plan; or take any other action relative thereto.

The Planning Board recommends (4 – 0); the Board of Selectmen recommends (5 – 0).

Ms. Fillmore said the subdivision plan for Nashoba Drive was approved by the Planning Board to meet town standards with the intention of the roadway being accepted as a public way. Construction of this road began in 1995. In 1999, the Planning Board found the developer in default for not having completed the roadway in accordance with the Planning Board requirements. Over the course of these past ten years, the developer has never corrected the remaining issues and has failed to maintain the road.

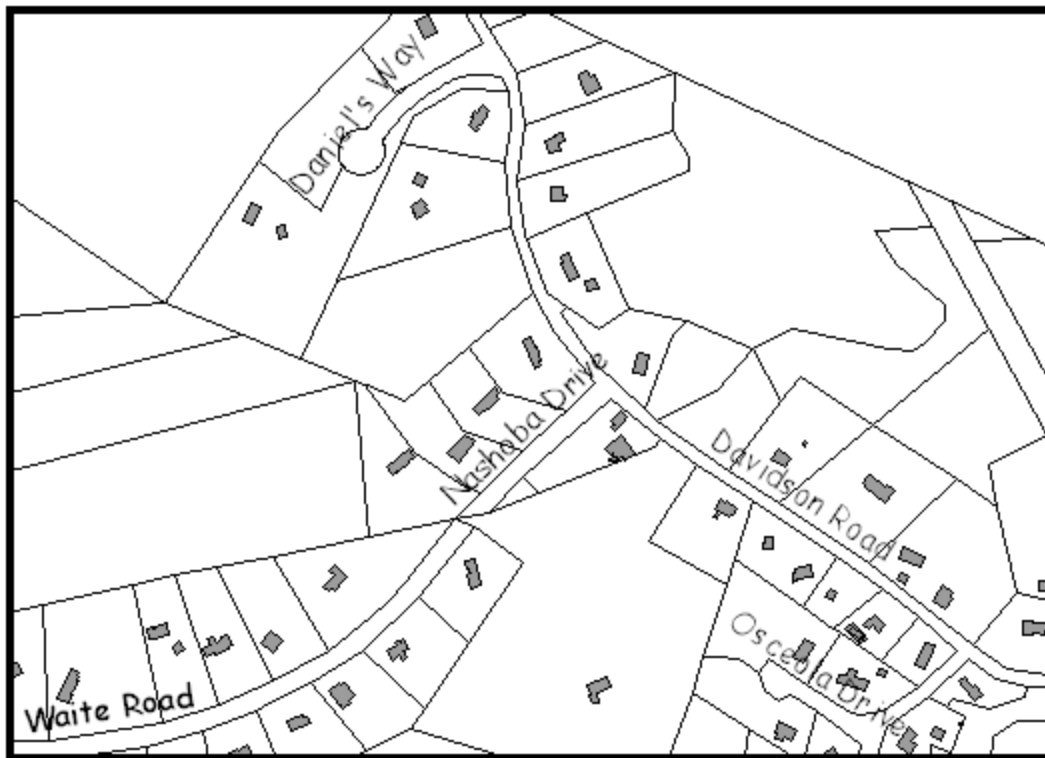
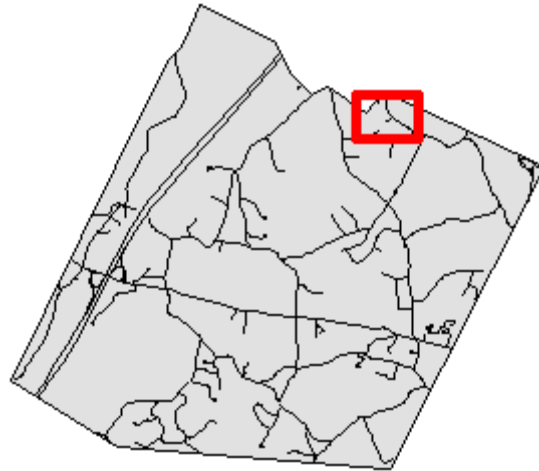
The Planning Board has retained a performance security account that can be used to correct deficiencies in the roadway, perform maintenance on the road and drainage system and create as-built drawings. Acceptance of the road as a public way will increase the Town's Chapter 90 funds.

For these reasons, the Planning Board and Board of Selectmen recommend that Town Meeting accept Nashoba Drive as a public way and authorize the Selectmen to take the fee in the road by eminent domain, awarding no damages.

The Finance Committee recommends unanimously (7 – 0).

Mr. Ham said the FinCom supports this article as it appears to have minimal financial impact on the Town.

The motion on Article 4 passed unanimously.



ARTICLE 5 ROAD ACCEPTANCE – BENJAMIN DRIVE (Two-thirds vote required)

Ms. Metheny moved to accept as a public way a certain roadway known as Benjamin Drive with certain easements as laid out by the Board of Selectmen according to a plan entitled “Definitive Subdivision Plan of Land, Benjamin Drive, Boxborough, MA.”, by Coler & Colantonio Engineers, Inc., 20 Pond Park Road, Hingham, MA, dated October 22, 1990 and revised through January 25, 1991, prepared for Mark Starr, 22 Elm Street, Acton, MA, which plan is recorded with Middlesex South Registry of Deeds as Plan No. 604 of 1991 in Book 21332, Page 441, a copy of which is on file with the Town Clerk and authorizes the Board of Selectmen to take by eminent domain, awarding no damages, the fee or lesser interests in said roadway, including easements for drainage, utility or other purposes where shown on said plan; or take any other action relative thereto.

The Planning Board recommends (4 – 0); the Board of Selectmen recommends (5 – 0).

Ms. Metheny said that the subdivision plan for Benjamin Drive was approved by the Planning Board to meet town standards with the intention that the road would be accepted as a public way. Construction of this road was completed in 1997. The developer never filed the required request for road acceptance nor has he performed any maintenance of the road during these past 12 years. Acceptance of the road as a public way will increase the town’s Chapter 90 funds.

For these reasons, the Planning Board recommends that Town Meeting accept Benjamin Drive as a public way and authorizes the Selectmen to take the fee in the road by eminent domain, awarding no damages.

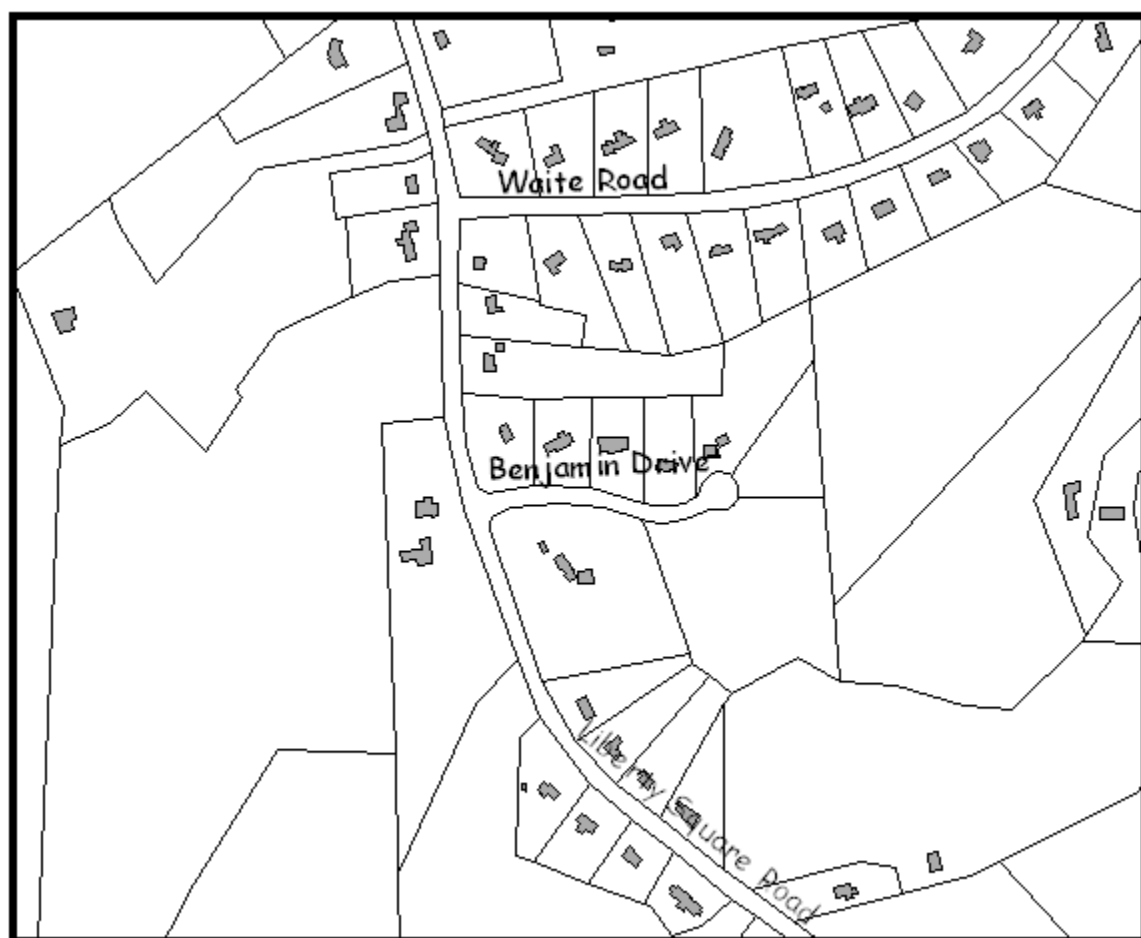
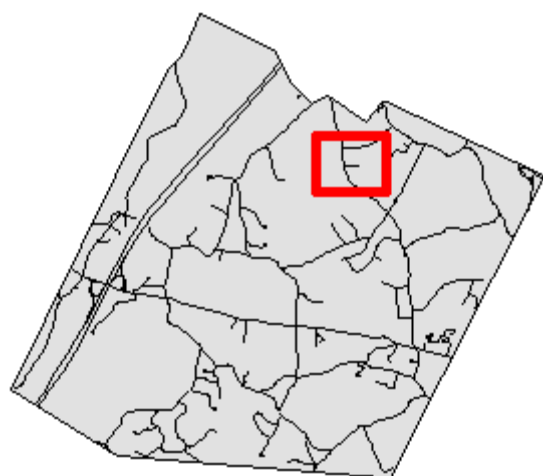
The Finance Committee recommends unanimously (7 – 0).

Mr. Ham said the FinCom supports this article as it appears to have minimal financial impact on the Town.

Ms. Kaja Burke, Hill Rd., asked why the proper paperwork wasn’t done to make the road acceptable. The Town Planner, Ms. Hughes, provided some background. She said the Town does not maintain any road not accepted as a public way, with the exception of plowing and sanding.

Mr. Paul Rey, Stow Rd., asked why the Town doesn’t get money upfront from developers and why the Town doesn’t bill the developer for sanding and plowing. Ms. Hughes said that the Planning Board requires that developers post a performance bond, but that a number of developers walk away from the project rather than perform. She said that billing a developer for maintenance was not permitted.

The motion on Article 5 carried unanimously.



**ARTICLE 6 ROAD ACCEPTANCE – REED FARM ROAD, BLANCHARD ROAD AND
INCHES BROOK LANE (Two-thirds vote required)**

Mr. Markiewicz moved to accept as public ways certain roadways known as Reed Farm Road, Blanchard Road and Inches Brook Lane with certain easements as laid out by the Board of Selectmen according to plans for Reed Farm Road and Blanchard Road entitled "Definitive Plan Reed Farm II in Boxborough, MA", by Acton Survey & Engineering, Inc., 277 Central Street, Acton, MA; prepared for Reed Farm Realty Trust, dated August 1, 1987 or as most recently revised March 17, 1989, which plan is recorded with Middlesex South Registry of Deeds as Plan No. 586(1-5) of 1989 in Book 19856, Page 490; "Amended Profile Plan Reed Farm Road" by Parsons and Faia, Inc., 480 Lincoln Avenue, Saugus, MA, prepared for Reed Farm, Inc., dated April 27, 1989 which plan is recorded with Middlesex South Registry of Deeds as Plan No. 811 of 1989 in Book 19962, Page 281; and, for Inches Brook Lane entitled "Definitive Subdivision Plan Reed Farm II in Boxborough, MA", by Parsons and Faia, Inc., 60 Lewis Street, Lynn, MA, dated April 3, 1992, prepared for Reed Farm, Inc., which plan is recorded with Middlesex South Registry of Deeds as Plan No. 86(1-7) of 1993 in Book 22875, Page 22, copies of which plans are on file with the Town Clerk and authorize the Board of Selectmen to take by eminent domain, awarding no damages, the fee or lesser interests in said roadways, including easements for drainage, utility or other purposes where shown on said plans; or take any other action relative thereto.

The Planning Board recommends (4 – 0); the Board of Selectmen recommends (5 – 0).

Mr. Markiewicz said the subdivision plans for these three roads were approved by the Planning Board to meet town standards with the intention that the roads would be accepted as public ways. In January 2000, the developer was denied final release of the performance guarantee by the Planning Board until all outstanding construction issues were addressed. The Planning Board required verification that the deeds for six lot owners had been corrected because the deeds did not withhold the fee in the road. This created a situation where the six lot owners owned to the center of the road. Additionally, the developer never filed the required request for road acceptance. The Planning Board is still holding a cash performance guarantee for these roads. Acceptance of these roads as public ways will increase the Town's Chapter 90 funds.

For these reasons, the Planning Board and Board of Selectmen recommend that Town Meeting accept Reed Farm Road, Blanchard Road and Inches Brook Lane as public ways and authorize the Selectmen to take the fee in the road and easements by eminent domain, awarding no damages.

The Finance Committee recommends unanimously (7 - 0).

Mr. Ham said the FinCom supports this article as it appears to have minimal financial impact on the Town.

Mr. Rey asked some questions about performance bonds.

Mr. Toups asked about the deed issues. Ms. Hughes said that deed issues would be resolved by eminent domain.

Ms. Sue Reuther, Reed Farm Rd., moved the question. The motion to move the question carried by 2/3, as declared by the Moderator.

The motion on Article 6 carried, as declared by the Moderator.



Mr. Hayes moved to dissolve Special Town Meeting. That motion carried unanimously. Special Town Meeting was dissolved at 9:15 p.m.

**WARRANT and PROCEEDINGS
of the SPECIAL STATE PRIMARY
held on December 8, 2009**

Middlesex, SS.

To either of the Constables of the Town of BOXBOROUGH

GREETING:

In the name of the Commonwealth you are hereby required to notify and warn the inhabitants of said town who are qualified to vote in Elections to vote at

**WARD 1 PRECINCT 1
BOXBOROUGH TOWN HALL**

on TUESDAY, THE EIGHTH DAY OF DECEMBER, 2009, from 7:00 a.m. to 8:00 p.m. for the following purpose:

To cast their votes in the SPECIAL STATE PRIMARY for the candidates of political parties for the following office:

SENATOR IN CONGRESS.....FOR THE COMMONWEALTH

The Election Warrant, Specimen Ballots and Cards of Instruction were posted as required by law. The Ballot Box was examined and found to be empty and in order, and the keys were held by the Constable. The Election Officials--all duly sworn in before beginning their duties--were Constables, Alan Rohwer and Richard Golden; Warden, Virginia B. Richardson; Clerk, Elizabeth Markiewicz; Tellers, Ellen Landry, Barbara Wheeler, Jacqueline Cumming, Anne Canfield, Shirley Warren, Lisa St. Amand, Janet Glidden, Kathie Schwarting, Christine Doucette, Kristin Hilberg, Joan Rudenko and Connie Brown. The counters were Charlene Golden and Barry Harsip.

In the absence of the Moderator, Elizabeth Markiewicz opened the polls at 7:00 a.m. and closed the polls at 8:00 p.m. The checklists showed that 834 people had voted and 835 ballots were removed from the ballot box, including a ballot from a Specially Qualified voter. There were 665 Democrat ballots cast; 169 Republican ballots and 1 Libertarian ballot. Twenty Absentee Ballots were cast, including the one from the Specially Qualified voter. There were 3370 registered voters for a turnout of 25%. The count was completed at 9:00 p.m.

The results of the Democratic election were as follows:

Michael E. Capuano	143
Martha Coakley	320
Alan A. Khazei	144
Stephen G. Pagliuca	57
Blanks	1

The results of the Republican Primary are as follows:

Scott P. Brown	156
Jack E. Robinson	11
Blank	2

The results of the Libertarian Primary are as follows:

Blank	1
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The Board of Selectmen continues to search for volunteers to staff the town's various boards and committees. Participation through membership on one of the town boards, committees, or commissions will offer you a rewarding challenge, enabling you to share your talents and enthusiasm to help shape the town in which we live. The commitment of our dedicated volunteers is what helps maintain the community spirit in Boxborough.

Remember, town government is as strong, creative and vibrant as its volunteers, who DO make a difference.

If you are interested in volunteering for a position on one of the town's boards, please complete the Resident Interest form on the following page.

Resident Interest Form

Name: _____ Phone: _____

Address: _____

Cell Phone: _____

Occupation: _____

Special Training/Education: _____

Experience/General Interest: _____

Amount of time available: _____

Date submitted: _____ E-mail Address: _____

- ☐ Acton-Boxborough Cultural Council
- ☐ Agricultural Commission
- ☐ Airport Study Committee
- ☐ Board of Health*
- ☐ Board of Registrars
- ☐ Board of Selectmen*
- ☐ Boxborough Housing Board
- ☐ Boxborough Information Technology Committee
- ☐ Cemetery Commission
- ☐ Conservation Commission
- ☐ Council on Aging
- ☐ Design Review Board
- ☐ Emergency Reserve Corps (ERC)
- ☐ Energy Committee
- ☐ Finance Committee
- ☐ Historical Commission
- ☐ Library Board of Trustees*
- ☐ Permanent Building Committee
- ☐ Personnel Board
- ☐ Planning Board*
- ☐ Public Celebrations Committee
- ☐ Recreation Commission
- ☐ School Committee*
- ☐ Steele Farm Advisory Committee
- ☐ Water Resources Committee
- ☐ Zoning Board of Appeals

The filling out of this form in no way assures appointment. All committee vacancies will be filled by citizens deemed most qualified to serve in a particular capacity. If you are interested in serving on an appointed town committee please fill out this form and mail to:

Town Administrator, Town Hall, 29 Middle Road, Boxborough, MA 01719

*Indicates an elected board

Emergency Numbers

POLICE

911 (Emergencies Only)

For routine business, call
978-263-2628

FIRE

911 (Emergencies Only)

For routine business, call
978-263-8299

AMBULANCE

911 (Emergencies Only)

Be sure to give your name and address as well as the nature of your emergency. Do not hang up until you are sure your message has been understood.

MEETINGS	DAY & TIME	LOCATION
Annual Town Meeting	2nd Monday in May	Blanchard School
Annual Town Election	3rd Monday in May	Town Hall
Appeals, Board of	1st & 3rd Tuesday, 7:15 p.m.	Town Hall
Boxborough Housing Board	Wednesdays as posted	Town Hall
Boxborough Inform. Technology Comm	Tuesdays as posted	Town Hall
Conservation Commission	1st & 3rd Wednesday, 7:30 p.m.	Town Hall
Council on Aging	As posted	Town Hall
EMTs	1st Tuesday, 7:00 p.m.	Fire Station
Finance Committee	As Posted	Town Hall
Fire Department	2nd & 4th Tuesday, 7:00 p.m.	Fire Station
Health, Board of	Wednesdays as posted, 7:30 p.m.	Town Hall
Historical Commission	As posted	Town Hall
Library Trustees	2nd Wednesday, 7:30 p.m.	Sargent Memorial Library
Personnel Board	As posted	Town Hall
Planning Board	As posted	Town Hall
Public Celebrations Committee	As posted	Town Hall
Recreation Commission	As posted	Town Hall
School Committee, Local	2nd Thursday, 7:30 p.m.	Blanchard School Library
School Committee, Regional	1st Thursday, 7:30 p.m.	R.J. Grey Jr. High School
Selectmen, Board of	Mondays as posted, 7:30 p.m.	Town Hall

All meetings are posted with the Town Clerk, on the Town Hall Bulletin Board and the Town's website located at: www.town.boxborough.ma.us. If interested, call ahead for appointment to be placed on the agenda.

Town Hall Office Hours

General Phone Number: 978-263-1116

Monday through Thursday: 8:00 a.m. – 4:00 p.m.
(other times by appointment only)

NOTE: Town Hall is closed to the public on Fridays.

Town Clerk

Mon. 10:00 a.m. – 2:00 p.m. and 7:00 p.m. – 9:00 p.m.
Tues., Wed., Thurs. 9:00 a.m. – 2:00 p.m.

Board of Health

Mon.- Thurs. 8:00 a.m. - 4:00 p.m.

Albert J. Sargent Memorial Library

General Phone Number: 978-263-4680

Monday & Wednesday: 10:00 a.m. – 6:00 p.m.
Tuesday & Thursday: 10:00 a.m. – 8:00 p.m.
Saturday: 10:00 a.m. – 3:00 p.m. (Sept. – June only)

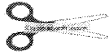
Building Department

Mon. – Thurs 8:00 a.m. – 4:00 p.m.
Monday evenings 4:00 – 6:30 by appointment only
Friday mornings by appointment

NO SCHOOL ANNOUNCEMENTS: Air on WBZ-1030 AM Radio; WCVB-TV CH5; WBZ-TV CH 4; & WRKO-TV CH7

Town Phone Directory

In order to serve you more efficiently, Town Hall phones are now answered by an auto attendant. You may contact your party directly by dialing an extension from the list below. Phone numbers for other town departments are also listed.



BOXBOROUGH TOWN HALL

Extensions by Department

978-263-1116

Assessor	109	Duane Adams
Assessor Support	110	Debbie Walsh
Board of Health Support	115	Mary Cobleigh
Building Inspector	114	
Conservation Commission Support	111	Mary Nadwairski
Council on Aging	106	Laura Arsenault
Inspectional Services Support (Building, Electrical & Plumbing)	115	Mary Cobleigh
Land Use Support	108	Colleen Whitcomb
Tax Collector	107	Maripatt Shemowat
Town Accountant	105	Mike Guzzo
Town Administrator	101	Selina Shaw
Town Administrator Support	103	Cheryl Mahoney
Town Clerk	117	Elizabeth Markiewicz
Town Clerk Support	113	Claire Kuipers
Town Planner	112	Elizabeth Hughes
Town Treasurer	104	Margaret Dennehy
Van Dispatcher	118	Marcia McNeil
Zoning Board of Appeals Support	111	Mary Nadwairski
Personal Assistance	0	

ALL TOWN HALL DEPARTMENTS MAY ALSO BE CONTACTED BY EMAIL BY FOLLOWING THIS SIMPLE CONVENTION:

firstname.lastname@town.boxborough.ma.us

E.G. ASSESSOR'S EMAIL ADDRESS IS:

duane.adams@town.boxborough.ma.us

Town website: **www.town.boxborough.ma.us**

ADDITIONAL TOWN DEPARTMENT BUSINESS PHONE NUMBERS

Fire	978-263-7546	Geoffrey Neagle, Fire Chief
Police	978-263-2628	Warren B. Ryder, Police Chief
Public Works	978-263-1600	Tom Garmon, DPW Director
Blanchard Memorial School	978-263-4569	Dr. Curtis Bates, Superintendent
Sargent Memorial Library	978-263-4680	Maureen Strapko, Library Director

All Emergency Services Call 911

